



Internship Role Description

Girls on the Run is a nonprofit organization that teaches life skills through dynamic, interactive lessons that creatively integrate running. During the 10-week program, 3rd-8th grade girls celebrate their unique strengths, learn all about team dynamics, and realize their power to make a difference in the world. The program culminates with the girls being physically and emotionally prepared to complete a celebratory 5K—an experience that unleashes their confidence and establishes a lifetime appreciation of health and fitness.

Reporting directly to the Program Coordinator, the Intern will assist with several aspects of operations including program logistics, volunteer recruitment, marketing, and fund development. Girls on the Run of Southeastern Suburban, Pa offers an unpaid internship opportunity to earn academic credit and/or develop a service-learning project pertaining to college credit upon agreement of the educational institution and Executive Director.

Responsibilities

- Assist with program implementation, including registration, coach recruitment, and processing paperwork
- Represent Girls on the Run at community events (Volunteer Fairs, Run Clubs, etc.)
- Assist with coach training (updating coach training and implementation)
- Serve as a Girls on the Run Coach
- Accompany GOTR staff on site visits to ensure ideal program delivery
- Brainstorm and implement donor recognition methods
- Prospect new donors and sponsors
- Analyze survey responses from key stakeholders
- Connect with various GOTR audiences via e-newsletter and social media platforms (ex: Facebook, Instagram, etc.)
- Help with preparations for and execution of end-of-season 5K's
- Support GOTR staff with communication needs including but not limited to responding to phone calls, emails, and general information requests

Qualifications

- Ability to work 8-20 hours a week at the Girls on the Run office. There is flexibility with some remote hours which can be discussed with the Executive Director. Some hours will include occasional evening and/or weekend events.
- Current undergraduate or graduate student studying exercise science, public health, child/family development, education, sociology, psychology, social work, marketing, communications, nonprofit management, or other related field
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, etc.)
- Working knowledge of social media platforms, including Facebook, Twitter, Instagram, Pinterest, LinkedIn, Snapchat, etc.
- Effective verbal and written communication, organizational and interpersonal skills
- Team -player, dedicated to providing support and helping to complete projects big and small
- Passion for the Girls on the Run mission

How to Apply: Visit <https://www.raceplanner.com/volunteer/signup/intern-volunteer-application>