

CENTER FOR WOMEN IN TRANSITION

DATE: July 2015

JOB TITLE: Girls on the Run Intern

PREPARATION: Participate in agency New Entry Training

SUPERVISOR: Program Coordinator for Girls on the Run (Shyla Nash)

CONTACT: Please direct questions and/or applications for this position to Sherry Martens, Volunteer Coordinator, at 616-494-1747 or sherrym@cwitmi.org

JOB SUMMARY: ***Girls on the Run of Ottawa & Allegan Counties*** – Girls on the Run (GOTR) is a physical activity-based positive youth development program for girls in 3rd-8th grades designed to develop and enhance girls' social, psychological, and physical competencies to successfully navigate life experiences and lead healthy lifestyles. The 10 week curriculum includes lessons that specifically address current issues, engaging the girls in in-depth, age appropriate discussions regarding topics such as: bullying, gossiping, making healthy choices, keeping promises and self confidence. Teams of 8-15 girls meet twice a week at their school with their trained, volunteer coaches learning more about themselves through games, projects, use physical activity and completing the program with a non-competitive celebration 5K. This program is an active collaboration with the girls, their parents, schools, volunteers, staff, and the community.

A Girl on the Run intern must possess a passion for, and commitment to, improving the lives and opportunities of girls in third through eighth grades. Girls on the Run is a macro program, the majority of work done by the intern will be at a community level, program administration, operations, development and seldom working directly with the participants.

Agency Mission Statement: The Center for Women in Transition's mission is to respond to, reduce, and prevent domestic and sexual violence. This mission will be achieved through education, collaboration, and advocacy with crisis and supportive services to victims and survivors.

Girls on the Run Mission Statement: We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.

QUALIFICATIONS:

- A strong desire to work with a community level program
- Excellent communication skills
- A flexible schedule when needed
- High organizational skills and self starter
- The ability to multi-task
- The capacity to work in a partnership with GOTR staff, CWIT staff, coaches and liaisons
- CPR/First Aid certified (agency will provide)

SPECIFIC EXPECTATIONS:

- Provide general administrative support for GOTR

- Assist in data entry and management of program databases
- Participate in registrations Open Houses (after school hours during the month of November) and Shoe Fitting Open Houses (after school hours during the month of January) – some Saturday hours as well during these two months.
- Help support and maintain the GOTR Facebook, Twitter and Pinterest accounts.
- Assist with coach trainings (2 evenings and Saturdays during the month of February)
- Help organize and attend the Celebration 5k in late May
- Fill in for coaches on an emergency basis

GENERAL EXPECTATIONS:

- Approaches all persons from an empowerment philosophy.
- Understands and follows agency policy and guidelines as outlined in the Policy and Procedure Manual and Employee Handbook.
- Participates in maintaining policies, procedures and service delivery according to standards established by accrediting bodies, funding sources and professional organizations.
- Protects all stakeholders' confidentiality.
- Follows protocol regarding mandatory reporting.
- Functions as part of a team by supporting and working with others to accomplish program and agency goals.
- Communicates effectively, both verbally and in writing, with other staff and with other organizations.
- Participates in training, continuing education, and other skill development opportunities to further enhance job-related skills and abilities.
- Participates in community presentations and public relations opportunities to further expand the visibility of the agency, its vision and priorities.
- Supports agency activities such as public events and fundraising activities.
- *Participates with other agency staff in being aware of emerging needs within the community and the client population, developing of an agency vision, and working toward continuous quality improvement.*

PHYSICAL REQUIREMENTS:

- The ability to lift at least 25 pounds

The above statements are intended to describe the general nature and level of work performed by Interns/Volunteers in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications assigned to this job.

Intern/Volunteer signature_____

Supervisor signature_____