

## Media Educator Internship

### Objective:

The Media Educator works directly with girls to develop the camp newsletter as well as maintain the agency's social media outlets. This position is 9 weeks (1 week of intensive training and 8 weeks of camp) during summer camp. Internship hours are negotiable, with the minimum number required for a summer internship being 100 hours onsite (8 weeks at 10 hours/week plus a mandatory 20-hour orientation). Additional hours maintaining the social media outlets may occur while working from home.

### Responsibilities:

- Attend trainings, staff meetings, and individual meetings throughout summer.
- Plan and implement a minimum of 1 media activity for each of the 3 age groups per week that relates to the weekly theme.
- Complete individual duties as set up by supervisor (opening, closing, cleaning, etc.)
- Assist and support other counselors during non-media programming time.
- Develop a girl-run weekly newsletter, edit, and publish weekly
- Educate and mentor girls in journalism, photography, and newsletter publishing skills
- Contribute photographs and written articles to the Girls Inc. newsletter
- Maintain the Girls Inc. Facebook and Twitter accounts, ensuring appropriate posts that promote the mission of the organization
- Maintain a list of non-photo released girls, ensuring no photos containing those subjects are publicly released
- Stick to a set supply budget.

### Qualifications:

- Past experience working with children
- Ability to work under pressure and make deadlines
- Experienced and comfortable leading groups in an informal setting
- Ability to organize and prepare activities
- High degree of self-motivation
- Creative with the ability to improvise
- Knowledge of activities suitable for girls ages 5-7, 8-10 & 11-13.
- Positive attitude and willingness to participate in each scheduled activity.
- Creative and able to make use of available materials.
- Must be able to commit to the same weekly schedule June 1<sup>st</sup> - July 31<sup>st</sup>.

### Orientation and Training:

- Training dates: May 26<sup>th</sup> – May 29<sup>th</sup> (9am – 5pm).
- Overview of Girls Inc. mission, goals, and staff policies.
- Discussion of group dynamics, developmental characteristics, and facilitation tools.
- Program discussion and planning.

### Evaluation:

- Mid-summer to discuss progress, and at the end of the summer.
- Ongoing program evaluations.

### To apply:

Please send resume and cover letter to Kim Cox [kcox@girlsinc-monroe.org](mailto:kcox@girlsinc-monroe.org)

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

