

## Program Coordinator Internship

### **Objective:**

The Program Coordinator Internship is a summer position. The position is for 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) plus additional offsite hours spent planning. This intern will gain experience in planning and implementing summer camp programs for girls ages 5-13, including, but not limited to, coordinating facilitators, schedules, fill-in programs, staffing, purchasing supplies, evaluating programs, etc.

### **Responsibilities:**

- Responsible for coordinating and maintaining summer camp schedule and camps.
- Forms positive, supportive relationships with facilitators.
- Interacts with girls, volunteers, and staff members.
- Uses creative ideas to fill empty program slots.
- Assist and support Program Director and Program Manager.
- Communicates effectively with parents, outside organizations, girls, and other staff.
- Assists with recruitment, training, and evaluation of programs.

### **Qualifications:**

- Interest in learning to develop and implement programs that are responsive to the needs and interests of girls.
- Ability to communicate effectively and appropriately with children and adults.
- Skill in working with a diversity of persons, ability to facilitate cooperative work.
- Ability to work under pressure and make deadlines.
- 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.
- Must be able to commit to the same weekly schedule June 1<sup>st</sup> - July 31<sup>st</sup>.

### **Special Requirements:**

- Ability to pass a limited criminal history background check.

### **Orientation and Training:**

- Training dates: May 26<sup>th</sup> – May 29<sup>th</sup> (9am – 5pm).

### **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)

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