



Intern Position Description

Coach & Site Support

Girls on the Run of the Bay Area
The Women's Building
3543 18th Street #31
San Francisco, CA 94110
Phone 415.863.8942
Fax 415.863.8989
www.gotrbayarea.org

The Organization

The mission of *Girls on the Run of the Bay Area* is to educate and build confidence in young girls through non-competitive, curriculum-based running programs. We partner with schools to offer the program in San Francisco, Alameda, Contra Costa, Marin, and San Mateo counties. Founded in 2002, *Girls on the Run of the Bay Area* is a 501(c)(3) nonprofit and an Independent Council of *Girls on the Run International*, which is based in Charlotte, North Carolina. *Girls on the Run of the Bay Area* launched its first program in fall 2002 with five girls. Today, over 1000 girls participate in our programs each year and we continue to add new program sites throughout the Bay Area. The programs culminate in a semi-annual celebratory event open to the community, the *Girls on the Run 5K*.

Intern Responsibilities

Site Support

What could be more fun than participating in a *Girls on the Run* practice? Here's your chance! Interns in this role will be responsible for the following:

- Site visits to Girls on the Run teams in our territory. We have teams in San Francisco, Alameda, Marin, Contra Costa, and San Mateo counties.
 - Please have your own transportation: we will provide reimbursement for driving miles.
 - Most of our programs take place Monday through Thursday in the mid-afternoon hours.
- Complete our basic evaluation form for each team to provide encouragement to coaches and feedback to the Girls on the Run office.
- Take photos of girls and coaches in action. We have cameras that you can borrow, or you can use your own.
- Conduct basic interviews with girls and coaches to get a snapshot of their experience with the program (we'll provide a list of questions).
- Share the results of your visits with our office in a timely manner!

Program Support

While the bulk of your time will be spent "in the field" visiting our teams, you will need to plan on spending time in our office getting oriented to the program. Depending on the hour requirements of your internship, you may split your time between visits and office work. Interns spending time in our office will be responsible for the following tasks:

- Prep/assemble coach supply boxes and training manuals
- Prepare parent welcome letters

- Assist with data entry of girl registration forms
- Organize supplies for our mid-season meeting and for distribution to sites
- Prepare and tally season-end program surveys
- Other program support tasks as needed

Time and Location Requirements

Our office is open from 10am to 6pm on weekdays. We are not available to host interns outside of those hours. We are located in San Francisco's Mission District, adjacent to the 16th Street BART and several bus lines.

Qualifications

- Pursuing BS/BA
- Prefer GPA of 3.0 or higher
- Prefer junior or senior, but will consider other class levels
- An interest in nonprofit administration and youth development
- Excellent oral, written, and communication/presentation skills
- Prefer candidates with their own vehicle for transportation to and from sites; reimbursement for miles is provided.

Application Instructions

Please fill out our [Volunteer Application](#) online and email Natalie Stack, Program Director at nstack@gotrbyarea.org with a resume and cover letter. Information about your availability and any internship or volunteer hour requirements you have is appreciated. Applicants are accepted on a rolling basis until the positions are filled.