



# Intern Position Description

## Office & Program Support

Girls on the Run of the Bay Area  
The Women's Building  
3543 18<sup>th</sup> 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**

#### ***Program Support***

Our 10-week season requires a lot of coordination from the Girls on the Run office; tasks may include:

- Prep/assemble coach supply boxes and training manuals
- Prepare parent welcome letters
- Prepare girl and coach rosters
- Assist with data entry of girl registration forms
- Prepare and tally season-end program surveys

#### ***Girls on the Run 5k Event Planning***

The culminating event for all the Girls on the Run participants is the Girls on the Run 5k, held each May and December. In preparation for this event, we will need help in the following areas:

- Marketing the GOTR 5K to parents, girls & schools
- Participate on/support GOTR 5K Volunteer Committee (PR & Marketing, Food & Drink Donations, Race-Day Volunteer Coordination, Logistics)
- Assist with event prep including, goody bags, bibs, organizing supplies

## **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 16<sup>th</sup> 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

## **Application Instructions**

Please fill out our [Volunteer Application](#) online and email Natalie Stack, Program Director at [nstack@gotrbyarea.org](mailto: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.