



## Fall Semester

# INTERNSHIP OPPORTUNITY WITH GIRLS ON THE RUN SAGINAW BAY

### Organization Description

Girls on the Run® is a life-changing, character development program for girls in 3<sup>rd</sup>-8<sup>th</sup> grade with a mission to inspire girls to be joyful, healthy and confident using a fun, experienced-based curriculum which creatively integrates running. Girls on the Run Saginaw Bay is a council of Girls on the Run International and an affiliated program of Underground Railroad, Inc., founded in 2009.

### Internship Program

#### Responsibilities include:

- Serve as a Girls on the Run coach
- Conduct site visits to ensure volunteer support and program compliance
- Assist with coach training preparation and implementation
- Attend outreach events as a Girls on the Run representative
- Assist with 5k planning, including volunteer recruitment, fund development, and event coordination
- Assist with shopping for and preparing coach/lesson materials
- Assist with administrative duties and other activities as assigned that support the overall operations of GOTR

#### Required qualifications:

- Be a positive role model for health and self-esteem
- Ability to passionately and clearly communicate the Girls on the Run mission
- Able to work well with teams or independently, while also being a self-starter
- Proficient with Microsoft Office Suite (Word, Excel and PowerPoint)
- Detail-oriented with ability to manage multiple tasks simultaneously
- Excellent verbal and written skills
- Creative, flexible, adaptable, dependable and personable
- A fun-maker!

Intern will report to the Girls on the Run Saginaw Bay Council Director. Internship is unpaid but can be used for college credit. The time period of the internship is August – November. Must be able to assist with occasional night and weekend events.

Valid driver's license, proof of insurance, a background check and references will be required.

**For consideration for a fall semester internship, please send resume and cover letter to:**

Jennifer Naegele, Council Director [jnaegele@undergroundrailroadinc.org](mailto:jnaegele@undergroundrailroadinc.org)

Visit [www.gotrsaginawbay.org](http://www.gotrsaginawbay.org) for more information.