



## **GIRLS ON THE RUN SERVING MARICOPA & PINAL COUNTIES INTERN JOB DESCRIPTION**

Girls on the Run serving Maricopa & Pinal Counties is dedicated to creating a world where every girl knows and activates her limitless potential and confidently pursues her dreams. Using a fun, experience-based curriculum that integrates running, we inspire girls to be joyful, healthy, and confident. Over the past two decades, we have impacted more than 18,000 local girls and families, with more than 1,500 girls participating each season at schools and sites across the Valley.

At Girls on the Run we believe that all girls and communities should have access to our programs. We strive to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

### **Position Summary**

This is a part-time internship with a flexible schedule. The Intern will participate in weekly team meetings and should be prepared to complete the majority of work hours at our office on Monday - Friday. There will be opportunities to also attend weekend and evening events/meetings and potentially support teams afterschool at their site locations if interested. This is an unpaid internship, but we guarantee an educational and rewarding experience!

### **Preferred Qualifications**

- Strong interpersonal and customer service skills
- Ability to work independently as well as part of a collaborative team
- Ability to balance multiple priorities
- Excellent organizational skills with proven attention to detail
- Passion for our mission

A background check is required for this internship.

### **Potential Responsibilities**

This position is open to students of any major who feel a strong interest or connection to our organization, and we can customize your internship experience based on your interests, skills and availability. Some potential intern activities include:

- Assist with the organization of team kits, supplies and season prep
- Assist with special event and 5K event planning and promotion
- Assist in community outreach and marketing
- Complete program site visits
- Substitute coach
- Assist with volunteer recruitment, evaluation and recognition
- Assist with administrative duties that support overall operations (data entry, contact list maintenance, correspondence, etc.)
- Support program sites and coaches

### **Time Commitment**

The intern is expected to work a minimum of six hours per week for a minimum of 8 weeks. Attendance at GOTR events that fall within the internship timeframe is strongly encouraged.

### **To Apply**

Interested candidates should please send a resume and cover letter to [jobs@gotrmc.org](mailto:jobs@gotrmc.org).