



Program Intern – GirlUp GVL

Summary/Objective

The Program Intern partners with the Executive Director and Program Assistant to plan, develop, execute and assist with program activities with GirlUp GVL Program Attendees. The Program Intern's effectiveness will be measured by their ability to plan, organize and support GirlUp GVL programs following leadership's direction.

Essential Functions

- Coordinate with the Executive Director and Program Assistant to plan weekly and monthly schedules.
- Prioritize interest in our Middle School Program Attendees in the program.
- Provide consistency, security and dependability each day. Maintain strict confidentiality at all times.
- Assist Program Attendees with activities.
- Complete end of summer project.
- Plan and execute weekly activities independently.
- Participate in staff development activities and evaluation.
- Build relationships and trust with program attendees.
- Invest in furthering Program Attendee's academic success and character development.
- Engage Program Attendees with grace, love and patience.

Required Competencies

- Patience and understanding
- Problem solving
- Strong work ethic
- Punctuality and reliability
- Classroom management skills
- Multitasking
- Conscientiousness
- Emotional & situational awareness
- Loving aptitude
- Working with marginalized, at-risk children
- Strong verbal and written communication skills
- Networking skills
- Conflict resolution

Required Education, Certification and Experience

- Previous experience working with middle or high school youth
- Minimum 1 years of working experience
- High school diploma or GED
- Experience with Microsoft Office Suite
- Reliable transportation

Preferred Experience

- 2+ years of experience working with middle or high school youth
- Leadership experience

Other Pre-Employment & Screening Requirements

- Completion of GirlUp GVL Employment Application.
- All candidates must submit to a mandatory pre-employment background check



Work Environment or Working Conditions

This job operates in a variety of environments such as but not limited to the following: classroom settings, outdoors, vehicles (i.e. bus, car), events and professional meetings. This role routinely uses standard office equipment such as computers and phones.

Work Hours and Schedule Expectations

- Typical program working hours will be during Monday - Thursday 7:30 AM to 1:00 PM. This position requires an estimated 22 hours per week.
- Additional weekly work hours may be warranted for planning and preparing for program activities.
- Weekly staff meetings with the Executive Director are required.
- Work may extend past or before typical working hours during weekdays.
- Weekend hours may be required and will be communicated in advance.

Physical Demands

- Ability to lift 10 – 20lbs
- Ability to stand/walk for up to 5 hours.
- Ability to sit for up to 5 hours.
- Ability to mentally handle stressful and/or emotional situations.
- Ability to maintain confidentiality of program attendees

EEO Statement: EOE/Vet/Disabled

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.