



Intern Position Description

Girls on the Run: Community Outreach

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.gotrbyarea.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 500 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 *Lollipop Family Fun Run*.

Position Description

Program Summary: The Community Outreach Intern works with the Program Director on a targeted outreach campaign to bring our programs to new communities- specifically Marin, Oakland, Berkeley, and the Peninsula. This opportunity affords direct and ongoing contact with community leaders, public officials, schools, parks and other community institutions, as well as other nonprofit organizations. Duties include but are not limited to:

- Identifying and staffing community events such as health fairs, neighborhood organization and coalition meetings, athletic events and parent teacher meetings;
- Developing relationships with Bay Area Colleges and Universities to enhance coach recruitment efforts
- Updating and maintaining our database of public official, community, and school contacts;
- Developing letters and fact sheets and other informational materials about GOTR for community leaders and potential new sites;
- Designing and implement a cultural diversity initiative to improve our coach recruitment efforts.

Work Schedule

Our office is open from 9 to 5 Monday through Friday, and a student's time with us would need to primarily take place on those weekdays. Students need to commit to spending at least 8 hours per week for the duration of their project, which should be no less than 8 weeks long.

Orientation Process

On his or her first day, the students will attend a one-on-one meeting with the Program Director. We will review basic information about *Girls on the Run of the Bay Area*, as well as going over our volunteer

handbook and procedures and policies. We will review the syllabus and paperwork pertaining to our agreement with the course instructor. We will discuss the *Girls on the Run* program in detail, including the practical aspects of how the program is administered and how we currently train our coaches. This will all help students understand the girls, volunteer coaches, and communities that they are supporting and how *Girls on the Run* and *Girls on Track* fit into efforts on behalf of individuals, schools, and communities to build stronger, healthier girls.

Supervision

The student will be supervised by the Program Director and the Program Assistant. One of these two will always be in the office at the same time as the student, and are always available to answer questions or provide direction. We are also available by email and will provide whatever guidance is requested by the course director, in addition to that required to complete the project on our end.

Unless otherwise requested, reflection and feedback will occur at weekly one-on-one meetings. Special reflection and feedback procedures will be established before the student makes visits to our program sites, to ensure that coaches, girls, and students are having high-quality interactions.

Impact of Work

Girls on the Run of the Bay Area serves over 500 girls and their families each year, and we continue to expand our programs. We are a staff of 3 and rely on volunteers to help us accomplish our mission, which is to educate and build confidence in young girls through non-competitive, curriculum-based running programs. Our programs build emotional and physical strength, and provide a fun and mentoring atmosphere outside of school and home. The work of the Community Outreach intern would benefit all of the girls who participate in our programs. It would enable us to better communicate the work we do to volunteers, funders, parents, and the community in general.

Student Learning and Benefits

Specific skills that will be gained include experience with research, knowledge of community resources, and experience planning and executing hands-on projects. He or she will gain a familiarity with interview skills, writing, advertising, and professional email and phone communication.

Overall, the student will gain a sense of what it is like to work at a small, community-oriented non-profit organization. The work will be based in our office, and visit our program sites at schools around the Bay Area whenever possible. Thus interns will be exposed to our organization, the other community agencies in our building (The Women's Building), and the girls we serve.

Appropriate Areas of Study

Those studying Communications, Marketing, Sociology, Psychology, or Women's Studies are particularly encouraged to apply, but the position is open to students of any major who feel a strong interest or connection to the project.