



Intern Position Description

Girls on the Run: Journalism

Girls on the Run of the Bay Area
The Women's Building
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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

In keeping with the mission of Girls on the Run of the Bay Area, we would like to expand our programs to more Bay Area schools, and to communicate our work to people outside our organization. One of the strongest methods of conveying our work is photography. The **Journalism Intern** will assist the Program staff with collecting photographs and interviews of the girls and coaches in our programs. Depending on the interests and abilities of the intern, they may aid in the graphic design of marketing materials using these photographs and testimonials. They will write articles for our newsletter (distributed 8x/year), and for our website (ongoing postings). These photographs and testimonials will also be used in composing grants, and in any other forum where *Girls on the Run* needs to communicate our work. *** The intern is responsible for providing his or her own camera and any audio equipment she wishes to use. If you would like to intern with us and do not have access to these materials, please let us know and we will attempt to make arrangements to accommodate you. Your school may be able to lend you equipment.

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. Journalism interns would be responsible for travel to and from the schools or sites where they are interviewing participants. 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 Journalism 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. The end product of this work will be photographs, newsletter articles, and communications that can be used in a portfolio. The student will deepen his or her ability to relate to and work with young people.

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 Journalism, Communications, Graphic Design, Photography, Marketing, Sociology, Psychology, Women's Studies, or Education 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. Experience working with middle school girls is preferred but not required.