Girl Scouts of Central Illinois: Program Planning Intern

Address: 2030 Baker Drive, Springfield, IL 62703
Agency Contact: Patti Flynn, HR Specialist
Phone: 217-523-8159
Fax: 217-523-8321
E-Mail: pflynn@girlscouts-gsci.org

How should students contact this agency? By email.
How should students submit cover letters and resumes? By email.

Description

Girl Scouts of Central Illinois is searching for an organized and driven individual to plan and implement programs for girls and adult volunteers. The intern who fills this position should expect to learn about all facets of program planning from start to finish. They will work with developing their own curriculum, executing programs from written curricula, budget management, and the art of working with a very diverse population. It is extremely important that the applicants for this position have excellent communication skills, demonstrate creativity, have an eye for detail, and a drive to learn to work with girls and adults.

Responsibilities

- Write curriculum based off of the Girl Scout Leadership Experience and State Standards
- Implement four programs from Adventure Guide
- Assist with answering questions from customers attending programs
- Organize volunteers and give them plans of action on the days of events
- Adhere to set budget for programs
- Communicate needs to Volunteer Specialist and create a plan on who to recruit for programs
- Create mailings for adult development trainings
- Uphold the Girl Scout Promise and the Girl Scout Law
- Stay true to the mission of creating girls of courage, confidence, and character

Requirements

Students applying for this internship must have a sense of professionalism and a desire to increase their knowledge about youth non-profits. Students should display strong communication skills, both written and verbal, and an understanding of cognitive abilities at different age levels (or a desire to learn about them). Students must be available on certain nights and weekends that are planned and have a flexible schedule. Only interns proficient with Microsoft Excel and other Microsoft Office applications should apply.
Majors
Education, Recreation, Event Planning, Communications, Community Relations

Position available: Fall, Spring, Summer

unpaid