

Position: Girl Scout Program Management Internship
Location: Salt Lake City
Responsible To: Director of Program

Girl Scouts of Utah is offering a fun and flexible, unpaid internship to work with the Program department on a variety of projects to strengthen Girl Scouts of Utah's program planning, organization, and implementation. This internship opportunity is for any college student or professional looking to obtain non-profit experience focusing on program planning and implementation or working in Youth Agency Administration, and may be tailored to fit the student's needs.

Accountabilities

- Be knowledgeable about Girl Scouting and take Girl Scout leader training.
- Work with girls ages 6-12 in local schools and community centers to help develop their skills of courage, confidence, and character through the Girl Scout Program.
- Work with volunteers, community members, and program staff to implement Girl Scout program.
- Interpret, promote, and ensure adherence to GSUSA and Girl Scouts of Utah policies and procedures.
- Provide girls with information regarding all options for membership and program participation.
- Develop and maintain strategic relationships with community organizations, educational institutions, and businesses in assigned geographic locations.
- Provide office assistance for marketing and membership strategies, as well as other duties as needed.

Qualifications

- An interest in non-profit work with demonstrated initiative, positive attitude, and a team player.
- Good human relations skills needed to interact professionally with volunteers and exercise good judgment.
- Computer proficient in Microsoft office, internet research, and e-mail.
- Effective time management of multiple tasks to meet deadlines, while being attentive to detail.
- Must be 18 years of age or older, Reliable transportation to site locations required.
- Professional interested in non-profit management or college students in a program of public administration, youth education, political science, or other related program might be most qualified and interested. Degree not required.

Advantages

- Excellent experience for someone interested in non-profit or program administration.
- Excellent resume-builder if interested in going onto higher education, as well as a great opportunity to network and gain work experience along with opportunities for professional development and training.
- Possibility of earning college credit hours.
- This is an unpaid internship. However, at the successful completion, Girl Scouts of Utah may pay a small stipend to the student.
- Flexible work schedule - negotiable hours.
- Learn how the Girl Scouts Organization builds girls of courage, confidence, and character, who make the world a better place.

Application Process

Send your resume with cover letter to:

Hazel Dunsmore
Director of Human Resources
P.O. Box 57280
Salt Lake City, UT 84157
Email: hdunsmore@gsutah.org

Or visit our web site:
www.gsutah.org
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