

Internship Opportunities

Adult Learning/Training

Assist in the development of adult volunteer training curriculum necessary to deliver the Girl Scout Leadership Experience. Research and identify effective delivery training platforms including classroom and online systems. Track participant training attendance and reconcile required/taken training. Assist in securing training locations within the Council jurisdiction. Prepare training materials for volunteer field trainers. Specific duties vary by semester and will be outlined and assigned by learning supervisor.

Archives

Catalogue, organize, and compile assortment of historical Girl Scout artifacts and documents. Make recommendations on the best means of preservation, storing, organization, and referencing artifacts in a museum or library setting. Develop displays that promote the Girl Scouting. Devise systems and provide display settings to best showcase and store artifacts. Preserve artifacts such as clothing, artwork, books, documents, and Girl Scout memorabilia. Specific duties vary by semester and will be outlined and assigned by learning supervisor.

Communications

Assist with the production of digital and print publications and marketing materials using GSUSA branding guidelines. Create effective communication and marketing messaging to promote Girl Scouting through online, digital, video, and print media. Increase Girl Scout visibility through local media promotions. Create marketing surveys as needed to collect data regarding target market audiences. Prepare weekly and monthly reports as needed to track campaign analytics. Assist with website and online copywriting, proofing, and updating as needed. Identify opportunities and influencers to market the Girl Scout Leadership Experience within the community. Develop exhibits as needed for community outreach and advocacy projects. Specific duties vary by semester and will be outlined and assigned by learning supervisor.

Event Planning

Assist in the planning and execution of large (500+ attendance) and small (50+ attendance) scale events and projects. Examples include: alumni events, Samoa Soiree, United Way breakfasts, Girl Scout Gold Award celebration, etc. Gain skills in all aspects of event management such as creating budgets, cultivating sponsors, attendance management, and event day coordination. Assist with the design and creation of event marketing materials including sponsorship packets, invitation, programs, thank you letters, and reports. Specific duties vary by semester and will be outlined and assigned by learning supervisor.

Human Resources

Revise job descriptions as necessary to reflect current accountabilities and staffing structure needs. Assist in conducting compensation analysis including gathering information, creating reports and analyzing data. Maintain personnel files and ensure compliance with retention procedures. Work in collaboration with the Human Resources Director to design and implement training programs relevant to the needs of employees. Assist in the recruitment, screening/interviewing, and orientation of new staff members. Assist the Human Resources Director in the implementation of the performance management process. Assist with employee appreciation projects designed to strengthen employee morale. Specific duties vary by semester and will be outlined and assigned by learning supervisor.

Human Services/Youth Programming

Assist in the planning, development, and implementation of seasonal and year-round programs to include STEM (science, technology, engineering, and mathematics), life skills, outdoor adventures, and entrepreneurship for girls grades K-12. Research and analyze current and potential community partnerships and programs. Attend program events as needed. May include camp/outdoor programs. Conduct program evaluations to identify if outcomes have been met. Experiences will include direct service with girls. Specific duties vary by semester and will be outlined and assigned by learning supervisor.