

GirlVentures Intern Application



Here at GV we have two different Summer Intern positions. One works primarily with logistics, the other with more administrative tasks. The School Year Intern works primarily with administrative tasks. Both roles give girls an opportunity to be involved with GirlVentures from ‘behind the scenes’ while gaining valuable skills for future careers in the nonprofit world and/or the field of experiential education.

To qualify for an Intern position, you must:

- ✓ Be at least 15 years old
- ✓ Be a *Girlz Climb On*, *Redwood Adventure*, *Project Courage*, *Transitions* or *OTR* alum.
- ✓ Have a desire to learn about the behind-the-scenes details of running wilderness trips/programs.
- ✓ Have an interest in empowering adolescent girls.
- ✓ Have a desire to gain administrative / logistical experience with a nonprofit organization.

No previous experience is necessary, Spanish language skills a plus. All applicants will be interviewed, only 2-3 will be selected: 1 Office & 1 or 2 Logistics (during the Summer) and 1 Office during the School-Year.

Office Intern Duties

Assist in all aspects of running a nonprofit office, including but not limited to:

- Newsletter development; donor outreach; assisting with special events; database entry; calling potential participants; and ordering office supplies.
- Tech savviness a must!
- Works directly with the ED (Executive Director).

Logistics Intern Duties

Assist in all aspects of supporting a wilderness expedition, including but not limited to:

- Help with shopping; packing food; pulling and labeling gear; making course journals; cleaning equipment; and doing laundry, and assisting with course starts, end and re-supplies.
- Some weekends and long days required for course starts & resupplies.
- Works directly with the Program Manager.

Benefits & Compensation

The intern position is either a 10-12 week part time position with flexible scheduling (Summer) OR a 4-8 month part time position with flexible scheduling (School-Year) (20-30hrs/week). Stipends based on hours & experience.

To apply Fax to (415) 861.3464 or email our Program Manager

Early Applications Encouraged

GirlVentures Intern Application



girlventures
Outdoor adventures for inner discovery

Name: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Parent/Guardian(s): _____

Address: _____ City: _____ State: _____ Zip: _____

School: _____ Grade: _____

Which position are you most interested in?

Office Intern

*The Office Intern plays a fun and essential role keeping the GirlVentures office running smoothly. Learn valuable office skills that you will use throughout life!
(School-Year & Summer)*

Logistics Intern

*Logistics is a fast paced, important behind-the-scenes support role requiring commitment, passion, organizational skills, and irregular hours. It is intense and rewarding work!
(Summer Only)*

PLEASE ANSWER THE FOLLOWING ON A SEPARATE SHEET OF PAPER

1. Why you are interested in this particular position?
(In other words: why do you want to do administrative OR logistical work?)
2. What 3 strengths would you bring to our team?
(Please include examples of times you've used those strengths)
3. How would your friends describe you?
4. How would your parents/guardians describe you?
5. What date are you available to begin work?
(Are there any dates after that when you would be unavailable? ex: a family vacation...)
6. Are you available to attend all or part of Staff Training (Summer Only): 3 – 5 days in late May/early June (*Attendance is not required, but highly preferred for the Logistics Intern*)
7. Are you able to work some weekends?
(*Some weekends are required for Logistics and strongly preferred for the Office Intern*)
8. Do you have previous work experience? (*No experience is necessary for either position*)

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