



Hardy Girls Healthy Women Position Description Programs Intern

Title: Programs Intern
Reports to: Director of Programs, Office Manager
Type: Volunteer

The Programs Intern is responsible for supporting the Director of Programs with the organization, planning logistics, and implementation of summer programming including but not limited to Hardy Days and Rim County Programming, preparing for fall programs such as Girls' coalition groups, Adventure Girls program, working with the Girls Advisory Board, and assisting the Director of Programs at Programs Committee meetings. The Programs Intern will also be assisting in the coordination of an evaluation of the Adventure Girls Program. The Programs Intern works weekly for 15-20 hours per week meeting with the Director of Programs once per week and reporting to the Office Manager on days when the Director of Programs is out of the office.

- Adventure Girls: assist with mass mailings; research open houses/back to school nights/events where we can promote Hardy Girls programs (programs being age appropriate); development of Adventure Girls in-a-Box; research grants, post-evaluation focus group
- Girls' Coalition Groups: secure supplies for monthly muse meetings; maintain contact with the Colby Volunteer Center and recruit new Muses to the program
- Girls Advisory Board (GAB): assist committee heads with GWave, outreach, fundraising and community service; advertise and market the GAB cookbook; coordinate the annual GAB retreat
- Hardy Days: develop and distribute PR materials for Hardy Days and recruit girls to the program; collect registration information and secure materials needed to implement activities related to this program; coordinate volunteers to assist with the program; assist the Director of Programs in implementing the program
- Rim County Programs: assist the Outreach Coordinator with conducting focus groups of girls and processing collected data
- Committees and Networks: Provide organizational and administrative support; attend and provide minutes of the Programs Committee meetings; assist with any additional events approved by the Programs and/or Development Committees.

10th Anniversary Honorary Committee Members

Karen Baldacci
Janet Mills
Libby Mitchell
Hannah Plingree

National Advisory Committee

Jessica Henderson Daniel
Nancy Gruver
Jin In
Deborah Slaner Larkin
Peggy Moss
Peggy Orenstein
Sage Salzer
Deborah L. Tolman
Janie Victoria Ward

Board of Directors

Anne Brennan Belden
Nancy Gilbert Brenner
Lyn Mikel Brown
Anna Klein Christie
Lynn Cole
Karen Heck
Allyson Karter
Diermette Kelly
Mary Lou Michael
Susan Reiser
Tobi Schneider
Laura Webb

Executive Director
Megan Williams

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CELEBRATING
THE POWER OF

10

YEARS

HARDY GIRLS
HEALTHY WOMEN

- Other duties as required.

Position requirements: HGHW's ideal Programs Intern is enrolled in an undergraduate program with an interest and/or background in psychology, education, social work, women's issues or youth development. She must be dependable and self-motivated with the ability to work independently as well as with a team. She should also demonstrate creativity, flexibility and comfort in working with diverse populations. The ideal Programs Intern must enjoy working with youth; and possess strong organizational, computer and database skills, as well as reliable transportation to and from the HGHW office.

Time Commitment: Part-time 15-20 hours per week

To apply, please send a cover letter and résumé to:

Ruya Norton, Office Manager: ruya@hghw.org

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Committee Members**

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