



Title: Volunteer Management Intern
Reports To: Volunteer Associate
Classification: Intern

At Girls on the Run of Northern Virginia, our mission is to inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. Girls on the Run of Northern Virginia advocates and delivers physical activity-based, positive youth development programs (PA-PYD) for pre-adolescent and adolescent girls in Arlington, Fairfax, Loudoun, and Prince William Counties, as well as the Cities of Alexandria, Falls Church, Manassas, and Manassas Park.

Purpose of Position:

As a Volunteer Management Intern (VMI) within the program team at Girls on the Run of Northern Virginia, you will fill many roles. The purpose of this position is to assist and implement all aspects of program delivery, specifically with volunteer management of the over 800 volunteers that work with us each season.

Overarching tasks may include site and volunteer coach recruitment/training, volunteer registration, delivery of GOTR NOVA's 10-week curriculum, ongoing site monitoring and pre- and post-program surveys to measure volunteer effectiveness, satisfaction, and impact.

The VMI works closely with the volunteer coaches and on-site personnel to deliver program training, marketing and other site support according to the GOTR program model. This position will work closely with coaches and program staff to ensure that program quality and participant outcomes meet expectations. The responsibilities of the VMI require a high degree of organizational capacity and flexibility. This is an unpaid internship, but interns will receive a small stipend for their participation.

Areas of Responsibility:

Organization

- Verify and track completion of volunteer requirements for all volunteers
- Support planning of volunteer training sessions
- Assist with data entry for site and volunteer information, recruitment and retention tracking systems
- Support volunteer management, appreciation, and evaluation initiatives

Communication

- Support community engagement and external communication for program team
- Develop and support volunteer recruitment strategy efforts to reach new communities and individuals

Event Planning

- Assist in 5K and other event volunteer recruitment and management
- Create support documents for volunteers at events
- Assist with outreach and community engagement events

Other

- Assist in additional program development, management, and planning tasks as needed

Qualifications:**Required**

- Organized, with an ability to prioritize time-sensitive assignments
- Creative and flexible
- Strong communication skills

Desired

- Background in Communication, Education, Nonprofit Management, or other related discipline
- Proficient in or a desire to learn Google Drive, Microsoft Office, and Mac products
- Spanish language proficiency a plus

Suggested Schedule:

Interns are suggested to work 12 to 20 hours per week, generally between 10:00AM-6:00PM Mondays-Thursdays (with some evening and weekend availability requested). The Spring internship runs from mid-January through mid-May, and the Fall internship runs from mid-August through early-December.

To Apply:

Please send a cover letter and resume to Christina Lambacher at clambacher@gotrnova.org. No phone calls please.