

# Prospective Internship Site Profile

## Department of Health Education & Behavior

Location: Gainesville FL Date: 5/23/21  
City State

Agency: Girls on the Run of Alachua County

Contact: Laura Vaillancourt

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What semesters is your agency available to accept interns?

Fall (August – December)  Spring (January – April)  Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

***Coach at School Site that fits the student's schedule<sup>o</sup>, Meet with Council Director weekly to cover duties/task for the week, <sup>o</sup>Required attendance of Saturday morning end of season 5k and monthly board meetings which typically occur Wednesday evenings***

Is office space available to interns?  Yes  No See page 2, "Office" notation.  
Comments

Is a computer available to interns?  Yes  No \_\_\_\_\_  
Comments

Does your agency offer paid or non-paid internships?  Non-paid  Paid (amount): \_\_\_\_\_

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

***Help positively transform the lives of girls!***

***-Develop and enhance your leadership and interpersonal skills.***

***-Gain community outreach and non-profit organizational experience.***

***-Explore your professional interests and options.***

***-Network with an amazing and accomplished group of women who have diverse professional backgrounds.***

List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

***Regular access to personal vehicle***

List the required skills or previous experience necessary for interning with your agency.

- *Self starter that also works well on teams*
- *Knowledge and interest in empowering girls*
- *Teachable and willing to learn*
- *Comfortable interacting with girls, potential donors, and GOTRAC board*
- *Strong communication skills, written and oral*

Special Requirements (i.e. special application, proof of health insurance, immunization, etc.)

*Please note: All interns are required to purchase professional liability coverage for \$1,000,000.*

***Background Check required***  
***Current CPR certification***

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

- *Complete coaches training and lead a group of program girls each week through the GOTR curriculum*
- *Assist with organization and management of coaches throughout the season*
- *Assist with the training of coaches each season*
- *Write communications to families of program girls, past/present/potential donors*
- *Attend events to promote the mission of GOTR*
- *Assist with the planning and execution of the program 5k*

***Hours:***

*-Hours will vary. Interns are expected to coach at one of our sites in the afternoon several times a week. Interns will also be expected to attend monthly board meetings, which usually take place Wednesday evenings. Finally, interns will be expected to be present at our season-end 5k event.*

***Office:***

*GOTR does not have a brick and mortar office. Weekly meetings with the council director will occur at an agreed upon location and could include coffee shop or Zoom meeting to discuss responsibilities for the week and check-in. Intern will have regular, daily communication with council director. Intern will also be responsible for getting to/from designated program site to deliver the curriculum to program girls several times a week as part of normal schedule.*

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List any important information about your agency.

*At Girls on the Run we inspire girls to recognize their inner strength and celebrate what makes them one of a kind. Trained coaches lead small teams through our research-based curricula which includes dynamic discussions, activities and running games. Over the course of the ten-week program, girls in 3rd-8th grade develop essential skills to help them navigate their worlds and establish a lifetime appreciation for health and fitness. The program culminates with girls positively impacting their communities through a service project and being physically and emotionally prepared to complete a celebratory 5K event.*

Would you like to be added to the Department's list of approved sites for future interns?  Yes  No

**FOR OFFICE USE ONLY:** CONTRACT ON FILE: \_\_\_\_\_

Approval of Intern Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Expiration Date: \_\_\_\_\_