ROSIE’S GIRLS SUMMER PROGRAM INTERN

Mission Statement: Vermont Works for Women helps women and girls recognize their potential and explore, pursue, and excel in work that leads to economic independence.

Internship Overview: This internship position was designed to work in collaboration with the Shepherd Higher Education Consortium on Poverty and the Shepherd Internship Program. This position will split time between preparation and wrap up work at the VWW office in Barre, VT and on site as a Camp Leader at the Rosie’s Summer Program in Essex, VT.

Rosie’s Girls® is a three-week trades exploration day camp for middle school girls that includes arts, self-expression, and team-building components, as well as discussions about topics such as media, body image, healthy relationships, gender identity, and racism. The staff operates in a collaborative team environment to support and supervise 26 girls in all of the program activities.

Goals of Position: To increase the capacity of VWW to provide career exploration activities to a wide ranging group of middle school girls and introduce young women to the opportunities of economic independence through careers in the STEM (science, technology, engineering, and math) fields and others where women are underrepresented.

Intern Responsibilities:
- Assist with program preparations (supplies, paperwork, etc.) and other forms of day-to-day coordination and logistical support for the Rosie’s Girls Summer Program.
- Assist with enrollment and management of participant database.
- Assist with communications with community partners, participants, parents and school personnel.
- Serve as one of four adult staff members on site at the Rosie’s Girls Summer Program full time for three weeks of the internship.
- Assist with evaluation data entry and analysis and other program wrap up responsibilities.

On-site Supervisors/Mentors:
Kelly Walsh
Director of Girls' Programs
(802) 622-0400 x105
kwalsh@vtworksforwomen.org
105 North Main St.
Barre, VT 05641

Julia Chafets
Rosie’s Girls Program Coordinator
(802) 622-0400 x157
jchafets@vtworksforwomen.org
(position is seasonal)

Knowledge, Skills and Abilities Required:
- Experience working with youth; preferably with young women
- Experience in a professional setting and experience
- Excellent communication (verbal, written, listening) and teamwork skills
- Strong computer skills in MS Word and Excel
- High attention to detail
- Ability to work independently
- Strong time management and organizational skills
• Ability to work on multiple tasks simultaneously
• High School Diploma; some administrative work experience preferred

Transportation and Work Environment:
• Access to reliable transportation helpful but not required; public transportation is available.
• Intern will split their time between the VWW Girls’ Program Office in Barre, VT and on site at the Rosie’s Girls Summer Program in Essex, VT.