

ACTIVE Life Job Description

Job Title: Outreach Department Intern	Exempt:
Department: Outreach	Position Type: Internship
Reports To: Outreach Department	Revision Date: 12/19/08

Position Overview

Interns in the Outreach Department have opportunities to assist in the promotion of the ACTIVE Life Resources, the recruitment and implementation of the Partner Schools and Sites. Experiences are also available in the business partnership program.

Essential Job Functions

May Include, But Not Limited To:

- Management and evaluation of the ACTIVE Life after school programs as well as indirect partner schools and community sites
- Development of the partner program including on-line training
- Promotion of ACTIVE Life Resources
- Development of web presence, promotional materials, video spotlights
- Marketing and promotion of ACTIVE Life Resources
- Development of business partnerships

Requirements

- At least one semester of college
- Valid driver's license and reliable transportation and insurance
- Willingness and ability to work with diverse populations
- Ability to manage groups of children in a fitness setting
- Background check clearance

Other Skills/Abilities

- Ability to work within a team setting
- Good written and verbal communication skills