



Mainsprings 2019 Summer Internships

Mainsprings is excited to offer two college internships for the summer of 2018. The two internships are

Assistant Volunteer Coordinator
Social Media/Sponsorship Intern

Interns must apply by January 4, 2019. Interns will be notified of our selections on Friday, January 18, 2019. Questions may be directed to our Executive Assistant, Amanda Winge (amanda@mainsprings.org).

Requirements

Applicants must have completed high school before their internship.

Dates

Internships will last 6-8 weeks (depending on the intern's preference). Interns must arrive on campus before June 4, 2019.

Cost

There will be a \$295 registration and administrative fee for interns who are selected. This covers items such as the cost of the background check, insurance, and other administrative costs. Room and board will be provided for the intern for the duration of their stay at no charge. The intern will be responsible for their round trip airfare. Additionally, the cost of a visa is \$250 and will be the intern's responsibility. Any meals at our restaurant, Papa's, trips into Mwanza, or safari trips will be at the intern's expense.

Application Process

Applicants should determine their first and second choice internship and complete the application found at the link below no later than January 4, 2019. Decisions will be made by January 18, 2019. Interns will be asked to provide references as part of the application. If selected, interns must complete a background check.

Fill out application here:

<https://www.jotform.com/dbooren/jbfc-2017-internship-application>

Job Descriptions

Below are the job descriptions of the three available internships for 2019.

Assistant Volunteer Coordinator

The Assistant Volunteer Coordinator Intern will be working to assist the Volunteer Coordinator (VC). The intern will be expected to help the VC and other Mainsprings staff as needed, focusing especially on fulfilling volunteer needs.

Interns are free to have open and frequent communication with all staff on campus, but should work most closely with and report directly to the VC. Outside of the aforementioned duties, the intern may be asked to do other activities on campus.

Primary Tasks Include, but are not limited to:

- Create an updated photobook of the girls and staff for the Guest House.
- Put together welcome packets for arriving volunteers.
- Help the VC execute volunteer schedules through coordination with volunteers, staff, students and residential girls.
- Help oversee the guest house to make sure it remains clean and the volunteers have the necessities (water, toilet paper, light bulbs, etc.)
- Attend all required guest activities such as Directors' Dinners, Lunches and Village Nights as needed.
- Uphold all rules and guidelines detailed in the volunteer handbook and report any issues to the VC.
- Participate in the Reading Buddy and Individual Education Plan Programs.
- Lead a Saturday Mainsprings Girls Club.
- Report any behavioral, emotional, or disciplinary issues to the VC as soon as possible.
- Complete a presentation at the end of the internship to be presented to the administrative staff of Mainsprings.

Social Media/Sponsorship Intern

The Social Media/Sponsorship Intern will be working closely with the US office on two items specifically – to ensure they have sufficient, quality content for our social media outlets, and to meet all of Mainsprings’ Sponsor A Child (SAC) or fundraising needs.. The intern will be expected to help the Mainsprings staff as needed, but will focus primarily on social media content and will also work closely with the Mainsprings Residential Girls and Joseph and Mary Scholarship Students on communication for their sponsors.

Interns are free to have open and frequent communication with all staff on campus, but should work most closely with and report directly to the Administrative Director (AD). Outside of the aforementioned duties, the intern may be asked to do other activities on campus.

Primary Tasks Include, but are not limited to:

Social Media:

- Take and upload pictures and videos regularly for social media use. This should include group pictures of each class and individual pictures of each student at the Joseph and Mary School as well as multiple individual pictures of Mainsprings girls, scholarship students and staff members, both portraits and action shots.
- Maintain a blog schedule for the Mainsprings staff in Tanzania ensuring that deadlines are met.
- Write blogs, interview volunteers and staff members for blogs, and assign blogs to volunteers to write.
- Take all pictures for blogs, and ensure that we have pictures that align with the scheduled blog content.

Sponsorship:

- Design Christmas gift options for the SAC program and submit to the Administrative Director for approval. Then work with the girls and sponsored students to make approved Christmas gifts.
- Make a short video of each girl and scholarship students talking to their sponsor(s).
- Assist Mainsprings Girls and Scholarship Students with writing a letter and creating a Christmas card for their sponsor(s).
- Perform interviews with the Mainsprings Girls and Scholarship Students.

- Uphold all rules and guidelines detailed in the volunteer handbook and report any issues to the VC.
- Complete a report at the end of each week for the AD.
- Participate in the Reading Buddy and Individual Education Plan Programs.
- Lead a Saturday Mainsprings Girls Club.
- Report any behavioral, emotional, or disciplinary issues to the VC as soon as possible.
- Complete a presentation at the end of the internship to be presented to the administrative staff of Mainsprings.