

ROLE DESCRIPTION | Teen Girls Program Facilitator



TITLE | Internship

REPORTS TO | Social Enterprise Manager

TERMS | Part-time, Ideally June-December 300 hours

LOCATION | Almost entirely in-office w/ some remote

REGULAR MEETING TIME | Thursdays 11am-12pm/Summer Flexibility/After School Hours in the fall

OVERVIEW

This intern will be part of the Treetops Collective team. They will accomplish the Treetops Collective mission and vision by creating opportunity to integrate our teen girls cohort into the creative and income-generating work of the social enterprise. This will be accomplished through retail inventory maintenance, product creation, innovative partnerships, sales events, and retail/customer service experience. This intern will also grow the cohort members' understanding of their unique skills and how they might best utilize their giftings for future employment and for the good of their communities. This position will help the collective grow and spread welcome in our community and beyond.

IDEAL CHARACTERISTICS: Adaptable, Independent, Self-starter, Inspirational, Encouraging, Positive, Entrepreneurial, Motivated

RESPONSIBILITIES

- Attend meetings on-site as required. Cover open office/retail hours once per week.
- Manage teen girls who play a supportive role in social enterprise during after school work hours, providing transportation from school and facilitating teen girls in accomplishing their work.
- Provide extra learning with a monthly theme on topics such as StrengthsFinder, navigating banking systems, customer service etc
- Identify and coordinate at least 1 after hours private event in our space, connecting the community to our work.
- Assume responsibility for 2-4 off/site sales events and lead teen girls as they learn customer service and sales.
- Lead Teen Team in managing packing and unpacking for events.
- Ensure that product is tagged and priced completely and accurately.
- Own and execute the creation of instructions, training materials, and resources related to the teen girls program.

GOALS

- Develop a relationship with teen girls group social enterprise participants and facilitate their learning and skill development in the areas of personal growth, future visioning, and customer service and sales.

- Cultivate a positive team environment that listens and utilizes the strengths of the teens in the cohort and encourages them to become detailed, creative, friendly leaders.
- Represent Treetops mission at events and through all communications - gaining solid skills in marketing, sales and communications
- Create meaningful new connections and customers within our community through strategic outreach and special sales events
- Support Treetops team to meet annual sales goals while maintaining a welcoming, positive space.

SPECIAL APPLICATION INSTRUCTIONS

In order to ensure candidates are a good fit we'd like you to answer the following questions upon submitting your application. They do not have to be long essays, a couple sentences to a paragraph should do for each!

1. *Share a time when you have been in a cross-cultural situation or worked in a context in which you needed to listen and adapt your method in order to get a positive result?*
2. *Share a moment you are proud of that is related to an experience you've had where you've inspired change or growth in someone you are in relationship with.*
3. *What makes you most come alive?*
4. *Share ideas you have for the teen girls program that you believe are essential or innovative. How best can we cultivate useful, stretching experiences through our social enterprise for cohort participants?*

Contact: tarah@treetopscollective.org

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