

Hagen Center Civic Internship Program- Summer 2023

Internship Position Title	Name of Organization	Internship Position Description
Camp Boost Curriculum Coach <i>Internship Dates: May 30-July 28</i>	Springfield City Youth Mission Mission: Springfield City Youth Mission (SCYM) helps city school students grow in healthy directions spiritually, educationally, socially, and physically. https://www.crushtheodds.org/	<p>The Camp Boost Curriculum Coach will act as support for Camp Boost Summer Reading Clubs, including curriculum, activity, and teacher support.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Go through each day's lesson and make sure that the worksheets needed for each lesson are put after each corresponding lesson. Some may already have everything, and others may need a lot because of what the teachers did and did not use last year. •Distribute materials evenly so that each binder for the same club is practically the same. •Determine what books are needed for each Camp Boost •Work in conjunction with Camp Boost Director and all volunteer teachers to execute Camp Boost objectives •Attend weekly SCYM staff meetings
Community Advocacy Intern <i>Internship Dates: May 30-July 28</i>	Project Woman Mission: Project Woman is committed to ending domestic violence and sexual assault by providing services and programs to educate, protect, and empower. https://www.projectwomanohio.org	<p>The Community Advocacy Intern will work with the Community Advocacy and Education (CAE) team to support ongoing projects, outreach, events, community engagement, empowerment and prevention programming, and other projects as assigned within the CAE team and other departments as needed.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Assist with community engagement activities such as material distribution, tabling events, etc. •Help with survivor-centered, trauma-informed empowerment programming in the shelters and transitional housing •Assist with social media development •Assist with special projects regarding awareness and community outreach -General office tasks as assigned
Community and Donor Engagement Intern <i>Internship Dates: May 30-July 28</i>	The Little Art Theatre Mission: The Little Art Theatre has a commitment to diverse programming that includes first-run independent and foreign films, documentaries, cinema classics, and special film events to provide and experience that entertains, informs, and inspires. https://www.littleart.com/	<p>The Community and Donor Engagement Intern will work with the Executive Director and members of the leadership team and board in the areas of donor relations, patron and donor communications, partnership development, and event planning. Intern will gain experience in database management, donor relations and research, mission-driven communications, event coordination, and theatre/arts management.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Assist with data entry, donor acknowledgement, gift processing, and drafting donor communication •Assist in outreach to community groups, including expanding our reach into Springfield •Assisting in creating and distributing marketing materials in Yellow Springs and Springfield •Assist in planning and hosting events •General office tasks as assigned
Data Collection Case Manager Intern <i>Internship Dates: May 30-July 28</i>	Sheltered, Inc. Mission: Sheltered, Inc. operates the only two homeless shelters in Springfield/Clark County along with operating transitional and permanent housing units. In faithfulness to God, we are dedicated to help individuals and families overcome homelessness. https://www.thesheltered.org	<p>The Data Collection Case Manager Intern is responsible for collecting data for targeted program evaluations. Gains experience in designing internal and external surveys, for maintaining and improving the agency's Homeless Management Information System (HMIS) and other data tracking systems. This position will meet face to face with program participants to collect data for the purpose of survey development. The intern will also be responsible for working directly with the HMIS Director and other case managers.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Collaborating with HMIS director to develop surveys to obtain the necessary data •Making sure the data collected is accurate and complete •Developing a relationship with program participants to obtain sensitive information
Development and Marketing Intern <i>Internship Dates: May 30-July 28</i>	United Way of Clark, Champaign & Madison Counties Mission: The United Way of Clark, Champaign and Madison Counties is a nonprofit 501c3 organization that has provided funding, volunteers and leadership in our three-county area for over 100 years. Improving the health, education and financial stability of our communities is our primary focus. https://www.uwccmc.org/	<p>The Development and Marketing Intern will work directly with the Executive Director and Development Director to craft the messaging, calendar and subsequent rollout of the 2024 United Way Campaign. This position will create assets (print and digital) that will be utilized in our individual, leadership and workplace campaigns. The intern will gain experience in database management, donor relations, marketing and development, event planning and relationship building.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Create campaign materials both print and digital •Review database information to formulate segmentations within our donor base to strategically communicate messaging to donors •Assist with planning the Campaign Kickoff event •Create a social media calendar and schedule and develop the appropriate content

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Development Intern <i>Internship Dates: May 30-July 28</i>	Tecumseh Land Trust Mission: Tecumseh Land Trust conserves rich, fertile agricultural land, protects the viability of agriculture (Ohio's #1 industry), and maintains a diverse environment by protecting natural habitat for plants and wildlife. Our mission is to assist landowners in finding ways to protect their valuable farmland and significant cultural or natural sites. We are a 501 (c)(3) organization that serves Clark and Greene County, as well as surrounding counties. https://tecumsehlandtrust.org	<p>The Development Intern position is a multifaceted job that will involve marketing, creative thinking, supporter interactions, education, database work and research. You will find out what it is like to work at small nonprofit or business. You will do a little of everything!</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Assist Office Manager with Harvest Auction Preparation: -Promoting the event via social media -Cataloging auction items in a database -Promote auction items by developing appealing verbal descriptions & visually attractive displays •Represent the Organization at the Yellow Springs Street Fair booth and other festival booths •Interact with board members, donors and supporters at the Annual Meeting, Julia Cady Event, Volunteer Open House, and education workshops •General office tasks
Educational Outreach and Social Media Intern <i>Internship Dates: May 30-August 5</i> <i>*1 week of housing costs covered by student or site</i>	Heritage Center of Clark County - Clark County Historical Society Mission: The Clark County Historical Society's collects, preserves, interprets, and shares resources which provide understanding and appreciation of Clark County's heritage, and to relate the community's past to the present and its future. https://heritage.center/	<p>The Educational Outreach and Social Media intern will work with the staff Archivist/Director of Outreach and other staff as necessary to continue a campaign to utilize the Heritage Center's social media channels more effectively. The main goal is to find new and interesting ways to share local history and engage the public with their history. Additionally, the student will assist with prepping and running weekly Saturday morning summer children's programming, assist with planning an annual end-of-summer festival, assist with planning a fall wizarding themed annual event, and, as needed, assist with any virtual or live education programs that occur during their time.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Research for writing posts about local history topics, tailoring them as needed to fit different social media platforms that may include Facebook, Instagram, and Twitter, TikTok, and blogs maintained by the Heritage Center •Create graphics, edit images, and create and edit video content to highlight collections and day to day activities at the Heritage Center. •Take pictures of artifacts and collections items to share, and scan or photograph archival items to share •Help with planning and promoting history related crafts or in person activities for families •Help with virtual and in-person programming that highlights historical collections •Assist with planning and promotion of end-of-summer festival and fall wizarding themed event
Marketing and Communication Intern <i>Internship Dates: May 30-July 28</i>	Developmental Disabilities of Clark County Mission: Developmental Disabilities of Clark County is a government agency supporting individuals with developmental disabilities and their families who live in the region. Our mission is to empower people throughout their lifetime to achieve their fullest potential, and we envision a world where all persons are respected, valued, and embraced in their community. https://clarkdd.org	<p>The Marketing and Communication Intern will work with the Volunteer Coordinator to brainstorm and improve strategies for community volunteer engagement. The intern will gain hands-on experience with planning events, delivering community presentations, managing databases of community contacts, developing interpersonal communications and designing presentations and marketing materials.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Brainstorm ideas and marketing strategies to engage volunteers •Create presentations and materials for the Volunteer Program •Develop an updated community contact list with social clubs, worship centers, etc. •Assist with scheduling and delivering presentations to the community •Assist with event planning and execution

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Marketing and Social Media Intern <i>Internship Dates: May 30-July 28</i>	Second Harvest Food Bank Mission: Second Harvest Food Bank alleviates hunger in Clark, Champaign and Logan Counties by sourcing and distributing nutritious food to people in need, building strong community partnerships, and mobilizing the public to support hunger relief. https://www.theshfb.org	<p>The Marketing and Social Media Intern will work with the development team and assist in a range of marketing initiatives within Second Harvest Food Bank. Their duties include tracking analytics for social media campaigns, creating social media posting schedules and writing captions for social media posts. The intern will gain experience in non-profit marketing, management, client/neighbor engagement, and donor engagement.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Participate in content ideation, production, and measurement with a focus on content creation • Work across departments and learn how to creatively reach our neighbors, volunteers, and donors on Second Harvest Food Bank social media channels • Actively participate in the creative and project management processes across the organization • Assist with developing newsletters, marketing pieces, appeals letters, etc. • Assist with video, pictures, and story-telling with neighbors and donors
Museum Intern <i>Internship Dates: May 30-July 28</i>	Springfield Museum of Art Mission: Springfield Museum of Art expands creativity and vitality by connecting art and communities. https://www.springfieldart.net	<p>The Springfield Museum of Art is seeking an Intern to support the research and implementation of institutional evaluation standards and process. The purpose of evaluation at the Museum is to improve visitor experience, measure outcome-based goals, and generate insights to inform future endeavors. The Intern will research museum evaluation methodologies and help design sustainable structures for collecting and evaluating data. This position will help support multiple functions within the Museum providing a holistic view of museum operations for interested candidates. Additional support opportunities in Museum Administration, Events, and Visitor Experience may also be available.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Research fundamentals and best practices for data collection • Identify key performance indicators that align with the Museum's strategic plan for Exhibitions and Collections, Development, Visitor Experience, and Education • Synthesize existing historical data and identify gaps in current data collection processes • Draft data evaluation processes to be reviewed by department staff • Implement data evaluation processes for key areas of the Museum • Collect data through digital surveys and in-person interviews • Other activities as assigned
Prevention Intern <i>Internship Dates: May 30-July 28</i>	Clark County Partners in Prevention, McKinley Hall Mission: Clark County Partners in Prevention (CCPIP) is a Drug Free Community coalition serving Clark County. McKinley Hall, a treatment provider, is the 501c for this coalition. Clark County Partners in Prevention will plan, implement, and sustain prevention efforts to address substance misuse among youth by raising awareness, educating, advocating, and implementing environmental strategies that promote a safe, healthy, substance-free community for our youth. https://www.clarkcountypip.org	<p>The Prevention Intern will work with CCPIP coalition leadership and members to create prevention messaging, develop the CCPIP youth council, and plan events and activities. Intern will gain experience in design, business communication, prevention science, advocacy and policy work, working with youth, event planning, and non-profit leadership.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Active Member of Clark County Partners in Prevention • Work with Youth <ul style="list-style-type: none"> ○ Attend monthly Youth Council meetings: 1st Friday @ YMCA ○ Assist youth in creating vaping curriculum and toolkit for vaping prevention ○ Plan Summer Youth Summit/Camp with Youth Council ○ Assist with compliance checks completed by youth ○ Work with youth on 2 prevention PSA's and record with local assistance ○ Attend Youth 2 Youth Camp as an Adult Ally with youth council members • Translation <ul style="list-style-type: none"> ○ Translate Alternative to Suspension curriculum into Spanish ○ Translate prevention messaging: billboards, flyers, etc. into Spanish • Update social media accounts with prevention messaging <ul style="list-style-type: none"> ○ Assist with data collection, environmental scans, and compliance checks ○ Create community prevention messaging pieces

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Program Assistant Intern <i>Internship Dates: May 15-August 18, 25 hours/week</i> <i>*Student cannot be 05/23 graduate</i>	Hagen Center for Civic and Urban Engagement Mission: The Susan Hirt Hagen Center for Civic and Urban Engagement is the most visible manifestation of Wittenberg's commitment to community service, civic engagement and economic partnership with the local and regional community. The Hagen Center ties Wittenberg to the community and the community to Wittenberg through service, internships, research, engaged teaching and learning, and off-campus employment. https://www.wittenberg.edu/hagen-center	<p>The Program Assistant Intern will work with the entire Hagen Center team to provide administrative and creative support to strengthen our outreach and implement programs for our stakeholders. The intern will have a range of responsibilities including event planning, researching best practices, and helping with staff development and marketing.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist with planning a one-time civic engagement program calendar for campus community, including researching grants/funding, marketing plans, and logistical support • Help develop and plan the Hagen Center's Welcome Week event • Research and prepare projects to engage campus students in one-service • Support development of resources and new processes for community partner organizations • Assist with collecting photos and capturing stories for the Hagen Center's social media platforms • Provide administrative and logistical support for the internship Program and other Hagen Center initiatives • Help to develop and implement student staff training and onboarding • Represent the Hagen Center at new student Orientations and other events as needed • Providing administrative support such as updating/filing/digitizing documents, generating reports, and summarizing data related to civic engagement.
Promise Summer Camp Intern (2 positions) <i>Internship Dates: May 30-August 5</i> <i>*1 week of housing costs covered by student or site</i>	Springfield Promise Neighborhood Mission: Children lie at the center of all that we do. We understand that our truest vocation as parents and caretakers, as educators and neighbors is to nurture the growth and development of our children—to help them discover and share their promise with the world. And so, we make this promise: we will all come together as partners and citizens in the unwavering commitment to ensure that ALL OUR children succeed and attain their highest potential. https://www.springfieldpromise.com	<p>The Promise Summer Camp Intern will work with the Youth Development Coordinator and Promise Neighborhood staff to implement daily summer programming for students in grades K-8. This includes STEM, sports and physical activity, and self-esteem and healthy relationships. Intern/s will gain experience in nonprofit management, program development and implementation, educational leadership, and event planning.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist with recruitment and registration of students and families into a variety of summer programming, in alliance with community partners • Assist with implementation of daily youth programming, which includes utilizing curricular resources to provide instruction to a group of students, behavior management, and modeling a positive attitude and healthy relationships • Assist with community events led by the Springfield Promise Neighborhood, including but not limited to educational sessions for families at the Promise Visioning Garden, and "open houses" and family-building events (block party, cookout, etc.) where educational activities can be incorporated • Assist in promotion, recruitment, public relations, and communication regarding summer camp activities and the Springfield Promise Neighborhood's mission
Promise Visioning Garden Summer Intern <i>Internship Dates: May 30-August 5</i> <i>*1 week of housing costs covered by student or site</i>	Springfield Promise Neighborhood Mission: Children lie at the center of all that we do. We understand that our truest vocation as parents and caretakers, as educators and neighbors is to nurture the growth and development of our children—to help them discover and share their promise with the world. And so, we make this promise: we will all come together as partners and citizens in the unwavering commitment to ensure that ALL OUR children succeed and attain their highest potential. https://www.springfieldpromise.com	<p>The Promise Visioning Garden Intern will work with the Garden Facilitator and Promise Neighborhood staff to manage and maintain the Visioning Garden site, grow fresh vegetables, distribute harvested produce to the local community, help design community events, and assist in summer programming held at the garden. The summer intern(s) are welcomed as ambassadors for the local neighborhood and community garden efforts in Springfield.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist with maintenance, management, upkeep, and care of the Community Garden site located at 1217 Linden Ave, including bed and path construction, mowing, weed-eating, trimming, mulching, moving supplies, and similar physical labor activities to make the space beautiful and inviting to the neighborhood • Assist with planting, managing, and harvesting vegetables and herbs at the Garden to increase production of fresh foods to the local neighborhood • Assist in the recruitment and ongoing support of families who maintain garden beds at the site, which includes relationship building, coaching, support, and problem-solving • Assist with community events taking place at the Garden, including but not limited to educational sessions for families learning how to grow their own food, summer camp activities for children, and "open houses" and family-building events (block party, cookout, etc.) • Assist in distribution of produce grown from the Garden site, including hosting a summer food stand on a regular schedule, and participation in various community events • Assist in promotion, recruitment, public relations, and communication regarding the Garden and the Springfield Promise Neighborhood's mission

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Servant Leader Intern (2 positions) <i>Internship Dates: May 30-July 28</i>	Freedom School, Covenant UMC Mission: The Children's Defense Fund (CDF) Freedom School ensures every child a healthy start, a head start, a fair start, a safe start and a moral start in life and successful passage to adulthood with the help of caring families and communities. https://www.covenantumcoho.org/freedomschool	<p>The Servant Leader Intern (SLI) serves as a classroom teacher in a Freedom School literacy-based summer enrichment program. The SLI helps to serve breakfast and lunch, leads a literacy-rich curriculum during the morning, and leads/chaperones activities in the afternoon.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Attend CDF Freedom Schools® National Training with Freedom School Partners • Set up, maintain, and break down classroom space, adhering to Freedom School's guidelines and instructions • Serve as energetic Harambee (morning pep rally) leaders each morning of program operation • Deliver the Integrated Reading Curriculum (IRC) to a class of ten or more scholars for the six weeks of the program, per the standards developed by CDF Freedom Schools® • Serve as leaders of afternoon activities and other special events • Participate in Family Engagement Nights throughout the program • Serve as a positive role model for the Freedom School Partners scholars
Special Projects Intern: Early Brain Development <i>Internship Dates: May 30-July 28</i>	United Way of Clark, Champaign & Madison Counties Mission: The United Way of Clark, Champaign and Madison Counties is a nonprofit 501c3 organization that has provided funding, volunteers and leadership in our three-county area for over 100 years. Improving the health, education and financial stability of our communities is our primary focus. https://www.uwccmc.org/	<p>The Special Project Intern for Early Brain Development will help with a new initiative focused on Kindergarten Readiness and Literacy. The intern will inventory and explore all of the programming that is taking place in our three counties in order to determine if there are areas that are not being addressed or are underutilized or under-funded. The intern will also explore models of community-wide initiatives in other states to see if those programs can be replicated in our communities. The intern would be responsible for creating an inventory including the lead agency, description of the program and demographics of those attending, and researching the current need within our three county and providing evidence-based programs that will further our initiative.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Create a database/inventory of current programming for infants/children from birth-age in Clark, Champaign & Madison Counties • Research other viable evidence-based programs being used in other communities • Create a case statement for the need for an Early Brain Development Initiative within UWCCMC and possibly begin a strategy for implementation
Summer Camp Counselor (2 positions) <i>Internship Dates: May 30-August 11</i> <i>*1 week of housing costs covered by student or site</i>	Springfield Family YMCA Mission: The Springfield Family YMCA puts Christian principles into practice through programs that build a healthy spirit, mind and body for all. https://www.springfield-ymca.org	<p>The Summer Camp Counselor will be under the direct supervision of the Camp Director and will be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the Springfield Family YMCA Camp program. Counselors are responsible for conducting themselves in an appropriate manner, setting an example for children, parents and co-workers by reflecting the YMCA core values of caring, honesty, respect and responsibility. Counselors are responsible for complying with all YMCA Childcare policies and procedures.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Creates plans and implements them productively throughout the camp day • Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect • Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them; firmly and consistently enforce the rules • Help children to develop a positive self-esteem and sense of self-worth • Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility

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Summer Camp Leader (2 interns) <i>Internship Dates: May 30-August 4, plus one-day prior to May 30 for special training</i> <i>*1 week of housing costs covered by student or site</i>	National Trail Parks and Recreation District Mission: The National Trail Parks and Recreation District is an extensive parks and recreation system encompassing a multitude of facilities and program opportunities for Clark County residents. The District manages over 1,100 acres of beautiful parks and facilities and nearly 20 miles of multi-use trails and is dedicated to providing quality parks, facilities, services and programs. https://ntprd.org/	<p>The Summer Camp Leader is responsible for serving as an on-site leader for summer day camps. This position is also responsible for coordinating and organizing weekly and day camps for youth. This person will handle registrations as well as supervise and assist with facility preparations. The Summer Camp Leader will be responsible for program evaluation, providing recommendations to enhance program activities, and reporting activities.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Lead all activities and supervise children on site at summer day camps •Plan and prepare weekly camp activities •Follow safety procedures during check in and check out •Provide feedback on programs and facilities •Maintain a safe and clean camp environment
Urban Food and Farm Intern (2 interns) <i>Internship Dates: May 30-July 28</i>	Springfield Ohio Urban Plantfolk Mission: Springfield Ohio Urban Plantfolk (aka SOUP) works to positively impact the food security of south Springfield residents through a wide based variety of programs that provide direct experience and education in food production and preparation, chicken care, beekeeping and food access, all done in a culturally sensitive manner that respects the contributions, history and desires of that community. SOUP provides an approach that offers "multiple points of entry" to food access and food activities in order to serve a variety of interests and abilities. https://www.melroseacres.com	<p>The Urban Food and Farm Intern will work with the SOUP coordinator on the Community Food Projects grant implementation at Melrose Acres, an urban farm and agriculture center in its third year of development. The intern will participate in a wide variety of food security and urban agriculture projects and gain experience in permaculture and regenerative soil practices, as well as organic growing and pest/disease management for flowers, food crops and orchards. Greenhouse work and capacity building work such as research and development of education materials will be offered for days that the coordinator is not available and/or the weather does not allow outside work.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> •Assist farm manager to plant and manage gardens, orchard, berries, etc. •Assist in creating water capture system •Assist in infrastructure management – composting bins, fencing, chicken tractor(s) •Assist in harvesting food crops •Assist with Porch Garden Project and neighborhood farm stands •Assist in set up and follow through for cooking classes and farming workshops occurring during internship •Conduct internet research to create a paper, book and electronic information base for beginning farmers re: growing practices, diseases, pests, composting practices, food safety practices, farm business record keeping •Recording of work and observations at the McCain site for grant reporting purposes •Assist in greenhouse work •Assist in development of educational materials for educational programming