



Hagen Center Civic Internship Positions- 2024

| Position Title | Organization | Key Responsibilities |
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| Federal Programs Grants and Loans Intern | City of Springfield | <p>The intern will assist the City of Springfield with Entitlement Grant Closeout and Legacy Loan Inventory. The process allows the intern to see the project life cycle of awarding Federal funding to local partners and the process of closing out loans provided to help local low-moderate income homeowners and property owners to complete emergency repairs, ensure homes were lead safe, and complete necessary renovations to meet property codes.</p> <ul style="list-style-type: none"> • Organize financial and program records • Verify consistency of financial and program data • Create summaries of accomplishments, investment, and impact • Draft reports to summarize data • Verify that paper files and electronic records match • Assist in organizing current spreadsheets to present information needed to discharge debt and release mortgage liens • Input necessary information into Community Development Software program to ensure constancy of records |
| Planning and Zoning Division Intern | City of Springfield | <p>The intern will work with the planning and zoning team to create images and information of all historic properties in Springfield which allows the intern to gain experience and understanding of project management, historic preservation and administration processes within the division.</p> <ul style="list-style-type: none"> • Create visual survey of historic properties and data collection • Compile pictures and data entry in Microsoft PowerPoint • Assist with general tasks as assigned, in relation to ongoing projects, such as public records retention |
| Neighborhood Engagement and Planning Intern | City of Springfield Community Development | <p>The intern will collaborate with the Community Development Neighborhood Impact Division to promote the Legacy 24 initiative, gaining valuable experience in neighborhood engagement, planning, and revitalization.</p> <ul style="list-style-type: none"> • Help to develop materials for neighborhood identity campaign • Conduct research on the history and culture of the neighborhood to inform the development of materials and ensure they accurately reflect the neighborhood's identity • Engage with residents and organizations involved in the Legacy 24 project to gather feedback and input • Assist in the planning and execution of neighborhood events, such as community meetings to promote the neighborhood identity campaign and engage residents |
| Prevention Support Staff Intern | Clark County Partners in Prevention Youth Council | <p>The intern will work with coalition leadership and members to create prevention messaging, develop the youth council, and plan events and activities which allows the intern to gain experience in design, business communication, curriculum design, prevention, leadership, working with youth, event planning, and non-profit leadership.</p> <ul style="list-style-type: none"> • Participate in coalition activities • Assist with planning, organizing, and evaluating activities • Help with Clark County Fair Booth during fair week • Participate with Youth Council activities • Assist with summer youth camp • Assist with social media campaigns |



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| Community Engagement Intern | Developmental Disabilities of Clark County | <p>The intern will assist school-age children while participating in art projects, dance, recreational and/or other activities in the community to learn what activities they prefer and skills they possess, and sharing this information with team developing an Individual Education Plan.</p> <ul style="list-style-type: none"> • Develop a rapport or bond with each student we serve • Assist students to follow the instructions of the community mentor/artist yet allow for individual creativity • Observe how students communicate, the best way they learn, likes and dislikes • Record observations and complete reports |
| Critical Repair Intern | Habitat for Humanity of Greater Dayton | <p>The intern will assist our Neighborhood Repairs Specialist with anything regarding critical repairs and interact with clients to help them understand the process.</p> <ul style="list-style-type: none"> • Assist with coordinating meetings with potential families • Help families understand and complete paperwork • Assist with grant paperwork • Make updates to spreadsheets with family, repair details and before/after photos. |
| Data, Research and Program Support Intern | Hagen Center, Wittenberg University | <p>The intern will have the opportunity to engage with the data and research side of civic engagement work by analyzing data and benchmarking programs that engage students in the community. Working alongside the center staff, students will have the chance to engage in practical behind-the-scenes work of civic engagement education, while also connecting with partners and supporting the internship program as a whole.</p> <ul style="list-style-type: none"> • Organize, synthesize, and analyze quantitative and qualitative data related to CCUE 100 course • Research and benchmark within civic engagement programs from other campus, including looking into program makeup and delivery methods • Develop and follow processes for effective data management • Use tools for visualization and interpretation (graphs, charts, etc.) and provide relevant data-related reports • Provide support to the Civic Internship Program and other Hagen Center programs as needed |
| Engage Springfield Intern | Hagen Center, Wittenberg University | <p>The intern will work with the Faculty Fellow in the development of StoryMaps for community partners of the Hagen Center and updating the Engage Springfield Community Dashboard.</p> <ul style="list-style-type: none"> • Gather, organize and write content on selected community partners from organization web pages, newspaper and publication research, and/or personal interviews • Assist with compiling images and video • Help with envisioning and/or revising StoryMaps • Update databases for metrics backing the community dashboard • Update web pages associated with the community dashboard |



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| Outreach and Social Media Intern | Heritage Center of Clark County | <p>The intern will work with the staff Archivist/Director of Outreach 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 summer children's programming, assist with planning special events.</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 • Create graphics, edit images, and create and edit video content to highlight collections and day to day activities • Take and scan pictures of artifacts and collections items to share • Help with planning and promoting activities for adults, children, and families • Help plan and promote special events |
| Garden Management Intern | Jefferson Street Oasis Community Garden | <p>The intern will work directly with the Garden Manager in each of the central activities of the garden from soil preparation, assisting gardeners in planting and weeding, maintaining garden spaces, construction projects, data collection and preparing for community education events.</p> <ul style="list-style-type: none"> • Prepare beds with tools and plants for community gardeners • Develop plans and help construct new garden areas • Monitor and tend to the hens including feed, watering, cleaning, and harvesting/distribution of organic eggs • Aid in education and construction projects including preparation for food classes, constructing new food preparation shelter • Develop tracking and use of produce from garden to community • Assist in promoting and hosting community events • Research and data collection of produce grown and raised |
| Camp Leader Intern | National Trail Parks and Recreation District | <p>The intern will serve as a site leader for summer day camps and may also assist with family programs and events.</p> <ul style="list-style-type: none"> • Assist with planning and implementing camps and special programs • Plan and prepare weekly lessons and activities for youth camps • Lead activities and supervise youth on site at summer day camps • Maintain a safe and clean camp environment |
| History/Natural History Intern | National Trail Parks and Recreation District | <p>The intern will assist with and develop historical displays and history and nature educational programming for both adults and youth.</p> <ul style="list-style-type: none"> • Assist with planning and developing historical displays • Plan and lead history and nature lessons and activities at camps and programs • Assist with general tasks as assigned and interact with visitors at the Davidson Interpretive Center • Assist at community events |
| Youth Assistant Intern | On-The-Rise | <p>The intern will assist with daily activities and chores needed to maintain the farm as well as participate in youth programming centered on life skills and development.</p> <ul style="list-style-type: none"> • Assist with daily farm chores and feeding animals • Supervise youth during summer reading program • Help with gardening and on occasion helping in the kitchen |



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| Community Advocacy Intern | Project Woman | <p>The intern will work with the Community Advocacy and Education (CAE) department to support ongoing projects, events, community engagement, empowerment and prevention programming.</p> <ul style="list-style-type: none"> • Assist with community engagement activities such as material distribution, tabling at events, etc. • Assist with summer camp programs, including preparation, organization, and facilitation of educational materials. -Assist with survivor-centered, trauma-informed empowerment programming in the shelter(s) and transitional housing; including facilitating children's activity group, Safe Start • Assist with special projects regarding awareness and community outreach |
| House Manager Intern, Springfield Arts Festival | Springfield Arts Council | <p>The intern is responsible for preparing space for artists, assisting sponsors in event setup, and other duties related to the success of our Summer Arts Festival that will allow the intern to gain experience in donor/sponsor relations and facility management.</p> <ul style="list-style-type: none"> • Prepare artists' dressing rooms and meet artists' requests • Enforce park rules/regulations • Prepare sponsor hospitality area and maintain patron areas • Complete any event preparations |
| Camp Counselor Intern | Springfield Family YMCA | <p>The intern will help with the planning, development, and execution of the Summer Camp Program and would be primarily responsible for leading group activities for the kids, and ensuring we are creating a safe and nurturing environment for all of our participants to safely learn and have fun with their peers.</p> <ul style="list-style-type: none"> • Engage children in activities that will enhance their self-esteem • Ensure safety by firmly and tactfully enforcing all policies • Responsible for the welfare and safety of children enrolled in the group and in the program • Effectively implement weekly lesson plans that fit the children's needs, interests, and developmental levels at camp |
| Food and Farm Intern (2 positions) | Springfield Ohio Urban Plantfolk (SOUP) | <p>The intern will assist with the continued implementation of a food security programs and the ongoing development of our urban farm site which allows the intern to gain knowledge and experience in regenerative soil practices as well as research grants and/or gardening resources for the community. Our work, in part, is done in collaboration with agencies that offer training to individuals with developmental disabilities, and the intern may work alongside these individuals and their support staff.</p> <ul style="list-style-type: none"> • Assist in planting and managing gardens, greenhouse, orchards and creating water capture structures • Assist in infrastructure creation and/or management of composting bins, chicken tractors, fencing • Assist in harvesting, distributing garden crops for the farm stands as well supporting neighborhood farm stands • Assist in set up and follow through with classes • Assist in setting up and maintain farm records as needed • Assist in the development of educational and marketing materials |



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| Visioning Garden Intern | Springfield Promise Neighborhood | <p>The intern will work with staff to support 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 intern is welcomed as ambassador for the local neighborhood and community garden efforts in Springfield</p> <ul style="list-style-type: none"> • Assist with maintenance, management, and care of the garden • Assist with planting, managing, and harvesting vegetables and herbs 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 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, and public relations |
| Promise Camp Intern | Springfield Promise Neighborhood | <p>The intern will work with the staff to implement daily summer programming for students in grades 6-8. This includes STEM, sports and physical activity, and self-esteem and healthy relationships. The intern will gain experience in educational leadership, program development and implementation, nonprofit management, and event planning.</p> <ul style="list-style-type: none"> • Assist with recruitment and registration of students and families into a variety of summer programming • Assist with implementation of daily youth programming, which includes utilizing built curricular resources to provide instruction to a group of students, behavior management, and modeling a positive attitude and healthy relationships • Assist with community including, but not limited to: educational sessions for families, “open houses” and family-building events where educational activities can be incorporated • Assist in promotion, recruitment, public relations, and communication regarding summer camp activities |
| Immigration Services Navigator and Compliance Intern | St. Vincent de Paul Springfield | <p>The intern will assist with a variety of services including pro-bono services to our Haitian neighbors for translation, community navigation, and assistance with independent living, healthcare, legal advocacy for immigration matters, and access to help with necessary permits and documentation.</p> <ul style="list-style-type: none"> • Help with computer access and filing for benefits, and applications for immigrant services • Conduct general office tasks, collect data and data entry • Assist with data entry for assistance requests • Refer immigrants with community resources for independent living, area service agencies, ESOL, and employment • Help with coordinating various meetings and clinics with multiple offices and community partners • Work with local civic leaders, justice and legal authorities to advocate for Immigrants and attend Task Force meetings • Assist with marketing and social media for informational and outreach purposes. |