



Great Valley Community Organization Malvern, PA

www.gvco.org

March 2024

Summer College Internship (rising college junior or senior preferred)

The Great Valley Community Organization ("GVCO") is a local community organization serving the Great Valley School District and surrounding townships. We serve the youth, adults and seniors in this region through many programs, events, presentations and performances.

GVCO is looking for a self-motivated individual interested in assisting our organization with its summer programming. The ideal candidate should have strong interpersonal and organizational skills, be able to work in a team environment, and enjoy working with youth. The candidate should have a background or interest in athletics, an understanding of scheduling, and budgetary/finance capabilities.

Start date: Late May End Date: mid-August (a 14 week internship)

Hours (40 hrs. per week):

-Monday through Thursday; 12:00pm-10:00pm

Compensation: \$15.00 per hour; \$600/week (paid monthly)
for potential total compensation of \$8400.00.

Job Description:

- Facilities management
- Scheduling management and oversight of programming
- Administrative assistance with organizational messaging (social media/Constant Contact/other)
- Developmental assistance with sponsorship marketing
- Start-up support for youth fall programming

Reporting:

- Lines of reporting would be tied to various GVCO staff and programming leadership.

If interested in this internship position, send your resume and letter of interest to internships@gvco.org