

INTERNSHIPS AT



EmBe Internships: Part time and full time, non-paid positions.

EmBe offers internships to college students on an ongoing basis. Benefits of an internship include: hands on experience and training and the satisfaction in giving back to the community.

Interns are assigned to a specific department based on their interests and the amount of work available. Interns are asked to work a set number of hours per week based on the requirements of their class. (Credit: Students must provide information from their school on internship requirements as well as the certification documentation necessary to receive credit.) Hours are flexible, enabling students to put in their hours around their class schedule.

Accounting

If interested in more information please contact the Director of Finance at (605) 336-3660.

Aquatics / Fitness

Wellness Instructors/Exercise Science Majors

Childhood obesity - work with EmBe to incorporate fitness program into daily activities for childcare centers.

If interested please contact the Marketing Director at (605) 336-3660.

Wellness - variety of positions available: assist with water classes, assist with health and wellness screenings, help organize employee fitness activities or challenges. If interested please contact the EmBe Wellness Director at (605) 336-3660.

Childcare

If interested please contact the Human Resource Director at (605) 336-3660.

We need qualified, energetic interns who want to make a difference in the lives of children! Interns should have a general knowledge of children's growth and development, be flexible, reliable, enthusiastic, and have a passion for teaching children. Previous experience in a childcare setting preferred. Assist in developing and implementing a high quality, nurturing, developmentally appropriate environment and curriculum for a classroom. Share the responsibility for the smooth operation of the classroom. With the classroom staff team, develop and implement developmentally appropriate curriculum for the classroom and primary care group.

Clerical Support/Administrative Assistant

If interested please contact the Administrative Assistant at (605) 336-3660.

The Administrative Assistant intern responsibilities will include managing day-to-day administrative functions, and interacting with personnel internally, with vendors and board members. General administrative duties including answering telephones, calendar scheduling, filing, and coordinate meetings and events.

Human Resources

If interested please contact the Human Resource Director at (605) 336-3660.

The Human Resources intern will assist the HR director. Under the general direction and supervision of HR, the Intern provides general clerical support, assembles and maintains highly confidential information and assists with special projects. This internship will provide hands-on experience and involve all facets of the Human Resources division. The intern will be responsible for projects and be assigned specific areas of responsibility during the internship based on personal interest, education, experience and Human Resources needs.

Girls on the Run & Girls on Track

If interested please contact the Marketing Director at (605) 336-3660.

Two signature programs of EmBe. We are looking for female interns interested in a program that helps to build confidence in young girls! Girls on the Run (program for 3rd – 5th grade girls) and Girls on Track (program for 6th –

8th grade girls) combines training for a noncompetitive 5K walk-run with lessons, games and workouts. Intern will focus on educating and preparing girls for a lifetime of self-respect and healthy living. The intern will be responsible for the scheduling, marketing, and development of the program.

Marketing/Social Media/Special Events Interns

If interested please contact the Marketing Director at (605) 336-3660.

The interns will assist with projects related to marketing the activities of EmBe. Intern will: assist with phone calls and mailings to past and current participants, potential sponsors/volunteers, assist with cold-calling and donation asks, assist with day-of-event volunteer recruitment and management, attend committee meetings when possible, attend promotional events as necessary- occasional night or weekend hours, design and implement outreach strategies to generate and increase awareness, create and manage profiles / pages / events / campaigns in social media sites (i.e., Facebook, Twitter, etc.), research and identify potential opportunities and explore ways in which we might engage our members, childcare families, donors, and the public.

Areas that we promote are:

Aquatics, childcare, health & wellness, women's programs, and youth programs.

Specials events include:

- In Her Shoe – empowerment breakfast for women. The event is a collaboration between EmBe and Dress for Success.
- Girls on the Run & Girls on Track 5k – a 5k event that helps to build self-esteem in young girls while participating in a community run.
- Spinster Program – empowers 32 high school girls by building their leadership skills while raising money for youth programs via an all high school dance
- Tribute to Women – awards program to honor outstanding women in our community. Planning for this event is done Jan – April.
- Chip in for Children – Summer internship opportunity. Chip in for Children is a golf benefit that supports programs of EmBe.