Internship Opportunity Worksheet

Here are some items to consider when creating your posting. You will have the chance to answer all these in detail on our posting system. Once the posting is created you can make changes and edits as needed.

- Company name
  Miami-Dade County Parks, Recreation and Open Spaces

- Company description – Park Programming
  Summer Arts Camp – G.E.M. Girls Empowerment and Mentoring Summer Arts Program for girls ages 11 -16, is a unique arts program which challenges and inspires young girls to develop and improve their communications, leadership and artistic skills.

- Address or Location of Internship
  Women’s Park
  10251 West Flagler Miami, FL

- Position title and number of positions
  Art Teachers’ Assistants - Volunteer Services
  Number of Positions - 5

- Position description
  Assist art teachers – Field trips – Recreation supervision

- Qualification/Skills desired
  Knowledge of art discipline(s) - (dance, music, theater, painting)
  Or Photography
  Or Screenwriting and film

- *Majors desired
  Women’s Studies
  Performing or Visual Arts

- *Students grade level/ Graduation date range
  Freshmen – Seniors

- *Minimum GPA
  2.5

- Working schedule/Hours per week
  Camp hours  9 AM – 5 PM   Monday through Friday
  (Flexible days and hours)

- Pay rate
  Volunteer - Community hours will be given after the G.E.M. Summer Arts Program ends

- Internship duration (with start and end dates)
  June 10 through August 16, 2013
• Spoken languages desired
  English
  Spanish would help

• *Work status and eligibility (citizens, residents, international students)
  Citizens, residents, international students welcome

• Point of contact
  Vivian Greer-Digon, G.E.M. Program Manager
  Raices Hispanic Cultural Arts Center
  5510 SW 94th Ct Miami, FL 33165
  Tel. 305-271-0812

* Students will be automatically filtered by these criteria. If they do not qualify based on these items the system may block them from applying