

## Girl Scouts of Central Maryland Position Description

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**Date:** October 2008

**Title:** Non-Paid Intern

**Unit/Department:** Membership Services

**Reports to:** Director of Membership Services

**Position Summary:** The Intern will assist the Director(s) of Membership Services with routine work assignments and special projects.

### **Essential Duties and Responsibilities:**

- Assist with placement calls and reporting
- Perform copying and distribution of membership forms
- Assist with data entry needs to include logging incoming registrations, updating databases, etc.
- Order and package supplies necessary for program delivery
- Perform maintenance and updating of monthly reports
- Perform general office duties to include but not limited to filing, mailing, sorting, and typing.
- Research and report information for potential outreach program delivery
- Assist with community event coordination; make calls, manage reports, etc.
- Performs other task as assigned.

### **Skills, Education and/or Relevant Experience:**

- Enrolled in Associates and/or Bachelors degree program.
- Type accurately 40-50 wpm.
- Ability to solve problems and manage multiple projects
- Computer skills: MS Office XP w/emphasis on Excel and Access.
- Excellent customer relations skills and phone etiquette.
- Excellent verbal and written communication skills.
- Ability to work harmoniously with diverse staff and volunteers.

To be considered for this opportunity, please submit your resume through [jobs@gscm.org](mailto:jobs@gscm.org) or fax to 443.692.5000. Please be sure to use reference code {gs31}.