



# Hagen Center Civic Internship Positions- 2025

Position Title	Organization	Key Responsibilities
<b>Social Media Intern</b>	Autumn Trails Stable autumntrailsstable.org	<p>The intern will work to create a social media plan for the organization to utilize to increase engagement, donor base and visibility going forward. Organize financial and program records.</p> <ul style="list-style-type: none"> <li>• Create a social media calendar that is easy to use</li> <li>• Create reusable graphics</li> <li>• Collect and organize stories/testimonials from participants and volunteers</li> <li>• Create videos to use on social media, email and YouTube</li> <li>• Assist with marketing materials for benefit concert</li> </ul>
<b>ESOL (English for Speakers of Other Languages) Program Assistant Intern</b>	Clark County Literacy Coalition cclcn.net	<p>The intern will support and strengthen the services provided to families seeking to learn English, with the ultimate goal of successful acclimation to and functionality within the USA. In addition, the intern will work with the Coalition staff and partners to plan and implement multi-subject educational and fun activities geared toward English-language learners. Their focus will be on helping to plan and create programming for The Welcome Project— a new (recently pilot-tested) ESOL program for the whole family.</p> <ul style="list-style-type: none"> <li>• Plan and implement multi-subject educational and fun activities geared towards English-language learners (for example, create and execute an activity that incorporates science and English, yet doesn't "feel like" school)</li> <li>• Obtain and prepare materials for educational activities</li> <li>• Engage with adults and children of other cultural backgrounds</li> <li>• Communicate and plan with staff and volunteers</li> <li>• Play with children of other cultural backgrounds</li> <li>• Facilitate children's activities</li> </ul>
<b>Camp Leader Intern (2 positions)</b>	Clark County Park District ntprd.org	<p>The intern will ensure camper safety, lead activities, foster teamwork, and create a positive, inclusive environment for summer day camps. In addition, they will build connections with campers, model good behavior, assist with logistics, and help deliver a fun, enriching camp experience. 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"> <li>• Assist with planning and implementing camps and special programs/events</li> <li>• Plan and prepare weekly lessons and activities for youth camps</li> <li>• Lead activities and supervise youth on site at summer day camps</li> <li>• Maintain a safe and clean camp environment</li> </ul>
<b>Community Engagement Intern</b>	Developmental Disabilities of Clark County clarkdd.org	<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, considering education and vocational training option, preparing students for transition to adulthood and employment and preparing adults for community opportunities and employment.</p> <ul style="list-style-type: none"> <li>• Develop a rapport or bond with each student we serve</li> <li>• Assist students to follow the instructions of the mentor/artist yet allow for individual creativity</li> <li>• Observe how students communicate, the best way they learn, likes and dislikes</li> <li>• Record observations and complete reports</li> <li>• Transportation is needed to travel to sites throughout the day</li> </ul>
<b>Housing Management Intern</b>	Habitat for Humanity of Greater Dayton daytonhabitat.org	<p>The intern will assist our Neighborhood Repairs Specialist with anything regarding critical repairs and interact with clients to help them understand the process. There is an additional opportunity to assist reuse store to accept donations and sell a constantly changing inventory of diverse, high-quality merchandise and/or increase human and financial support for the organization.</p> <ul style="list-style-type: none"> <li>• Assist with competition and submission of applications/paperwork and keeping spreadsheets up to date with current information</li> <li>• Assess repairs and track completion of work</li> <li>• Working alongside different departments to complete special projects</li> <li>• Working with local families in need of services</li> <li>• Options for additional experience: <ul style="list-style-type: none"> <li>▪ Create organizational systems for reuse store, lending library, and/or assist with recruiting donors and volunteers</li> </ul> </li> </ul>

<b>Educational Outreach and Media Intern</b>	Heritage Center of Clark County <a href="http://heritage.center">heritage.center</a>	<p>The intern will work with the Archivist and Outreach Director and Education and Volunteer Director to utilize the social media channels and be involved with educational programming. One focus is to find new and interesting ways to share local history and engage the public with their history. Additionally, the intern will assist with prepping and running camps as well as an annual events, and educational outreach. Research for writing posts about local history topics, tailoring them as needed to fit different social media platforms</p> <ul style="list-style-type: none"> <li>• Research for writing posts about local history topics, tailoring them as needed to fit different media platforms and blogs</li> <li>• Create graphics, edit images, create/edit video content to highlight collections and day to day activities</li> <li>• Take pictures of artifacts and collections items to share and scan or photograph archival items to share</li> <li>• Help with planning and promoting activities for children and families</li> <li>• Assist with running 2-week summer day camps (with themes of the Harry Potter wizarding world archaeology)</li> <li>• Plan and promote the of end-of-summer festival and fall haunted house themed event, and specialized educational program</li> </ul>
<b>Youth Assistant Intern</b>	On-The-Rise <a href="http://on-the-rise.org">on-the-rise.org</a>	<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, employment and development.</p> <ul style="list-style-type: none"> <li>• Assist with and brainstorm daily program activities</li> <li>• Assist with daily farm chores and feeding animals</li> <li>• Supervise youth during summer programming</li> <li>• Help with gardening and on occasion helping in the kitchen</li> <li>• Opportunity to engage with social media/website</li> </ul>
<b>Arts Programming Intern</b>	Project Jericho <a href="http://project-jericho.com">project-jericho.com</a>	<p>The intern will work alongside staff to provide direct service to youth and families through arts programming, as well as support staff in behind-the-scenes tasks to finalize the programming year and prepare for the upcoming programming year. Two specific programs that the intern will play an integral role in are Project Jericho's Summer Arts Camp for youth (ages 12-18) and Project Jericho's Life Book Camp, a program specifically designed for youth living in foster care (ages 5-18).</p> <ul style="list-style-type: none"> <li>• Organize and archive programming content from previous year, including storing digital files and organizing physical artifacts</li> <li>• Prepare for programming by completing key logistics</li> <li>• Assist in post-production tasks associated with programming, including tearing down spaces, organizing documentation of programming, compiling data collected, and preparing for program celebrations</li> <li>• Provide support to youth participants during direct service by engaging in meaningful conversation with participants and supporting participants through the artmaking process</li> <li>• Help staff make preparations for planned summer programming</li> <li>• Assist in social media content creation</li> <li>• Work with staff to develop plans for small independent projects that align with the intern's goals</li> </ul>
<b>Community Advocacy Intern</b>	Project Woman <a href="http://projectwomanohio.org">projectwomanohio.org</a>	<p>The intern will work with the Community Advocacy and Education (CAE) department to support ongoing projects, events, and outreach. The intern will assist with summer camp programming and contribute to social media presence by creating content related to topics of domestic and dating violence, sexual assault, stalking, and human trafficking.</p> <p>Assist with community engagement activities such as material distribution, tabling at events, etc.</p> <ul style="list-style-type: none"> <li>• Assist with brainstorming and implementing summer camp programming for pre-teen youth</li> <li>• Engage, prepare, organize and facilitate programming in collaboration with community partners to promote activities, events, and special projects</li> <li>• Create social media content to increase youth and young adult engagement with prevention education and resources</li> <li>• Assist with tabling at community events to increase awareness and access to services</li> </ul>
<b>House Manager Intern</b>	Springfield Arts Council <a href="http://springfieldartscouncil.org">springfieldartscouncil.org</a>	<p>The intern will report directly to our Development Director, but work primarily on their own. They are responsible for preparing for artists, prepping spaces for Summer Arts Festival sponsor events, assisting sponsors in event setup, and other duties related to the success of our Summer Arts Festival. In this position, they will gain experience in donor/sponsor relations and facility management.</p> <ul style="list-style-type: none"> <li>• Prepare artists' dressing rooms and meet artists' requests</li> <li>• Enforce park rules/regulations</li> <li>• Prepare sponsor hospitality area and maintain patron areas</li> <li>• Complete any event preparations</li> <li>• Record the responsibilities for this position for future use and take photos of specific projects or tasks of this position and of patrons/sponsors</li> </ul>

<b>Social Media and Educational Intern</b>	Springfield City Youth Mission crushtheodds.org	<p>The intern will help strengthen the literacy capabilities of elementary students in literacy while collaborating with seasoned staff to develop activities and curriculum for each student. Through social media the intern will have the opportunity to help grow the organization's connections to and support from the community.</p> <ul style="list-style-type: none"> <li>• Tutor elementary students in literacy on a one-on-one basis, providing personalized support to enhance their skills</li> <li>• Collaborate with seasoned staff to design and develop effective activities and curriculum tailored to individual student needs</li> <li>• Provide feedback and updates on student progress and content performance</li> <li>• Work with SCYM staff to create engaging social media content that aligns with the organization's mission and can be used across multiple platforms</li> <li>• Assist in planning and executing social media strategies</li> </ul>
<b>Youth Sports Programming Intern</b>	Springfield Family YMCA springfield-ymca.org	<p>The intern will help with the planning and execution summer youth sports programming as well as assist with our summer camps. This position will help work with our summer youth baseball league by assisting with practice and game day operations and communications with participants and also assist in planning youth sports programming for the rest of the year. This position will help plan and lead activities for the variety of summer camps.</p> <ul style="list-style-type: none"> <li>• Distribute information for participants such as schedules, picture information or other league info</li> <li>• Help set up and tear down on basketball practice and game days</li> <li>• Assist with other game day activities (i.e. running the scoreboard)</li> <li>• Help answer questions and communicate with parents/families</li> <li>• Assist in planning future youth sports activities</li> <li>• Actively participate in all camp activities with campers</li> </ul>
<b>Community Impact Intern</b>	Springfield Foundation SpringfieldFoundation.org	<p>The intern will work alongside the Director of Grants to assess community needs and challenges, analyze data, engage in stakeholder meetings, and help draft a report to revise the Foundation's grantmaking policies. These updated policies will shape the Foundation's strategic direction for the next five years.</p> <ul style="list-style-type: none"> <li>• Research and evaluate community needs</li> <li>• Analyze data to support updates and initiatives</li> <li>• Engage with stakeholders to gather insights</li> <li>• Draft reports with findings and recommendations</li> </ul>
<b>Food and Farm Intern (2 positions)</b>	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. A portion of the work will be done independently, online, toward the development of a 2026 local food calendar, or for other activities that further our organizational capacity.</p> <ul style="list-style-type: none"> <li>• Assist with planting and managing gardens and orchards</li> <li>• Create infrastructure creation and/or management - water collection, composting bins, chicken tractors, fencing</li> <li>• Harvest crops for farm stands and participate in greenhouse work</li> <li>• Set up, sales, tear down of neighborhood farm stands</li> <li>• Prepare and assist with food preservation classes and other classes</li> <li>• Develop marketing materials (i.e. local food planting/eating calendar)</li> </ul>
<b>Community Garden Intern</b>	Springfield Promise Neighborhood springfieldpromise.com	<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 a welcomed ambassador for the local neighborhood.</p> <ul style="list-style-type: none"> <li>• Assist with maintenance, management, and care of the garden</li> <li>• Assist with planting, managing, and harvesting vegetables/herbs to increase production of fresh foods to the local neighborhood</li> <li>• 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</li> <li>• Assist in distribution of produce grown from the Garden site, including hosting a summer food stand on a regular schedule, and participation in various educational and community events</li> <li>• Assist in promotion, recruitment, and public relations</li> </ul>

<b>Camp Leader Intern</b>	Springfield Promise Neighborhood springfieldpromise.com	<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"> <li>• Assist with recruitment and registration of students and families into a variety of summer programming</li> <li>• 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</li> <li>• Assist with community including, but not limited to: educational sessions for families, “open houses” and family-building events where educational activities can be incorporated</li> <li>• Assist in promotion, recruitment, public relations, and communication for summer camp activities</li> <li>• Work collaboratively with a high school intern to lead a camp group through their daily camp schedule</li> </ul>
<b>Compliance Organizer and Analyst Intern</b>	TAC Industries tacind.com	<p>The intern will work closely with our Human Services and Human Resources teams to develop, implement, and maintain compliance programs, policies, and procedures. This role will aim to improve our digital footprint and accessibility. This role provides hands-on experience in policy writing, organizing, and implementation.</p> <ul style="list-style-type: none"> <li>• Conduct research, stay up to date on changing regulations/laws, and analyzing the organization impact</li> <li>• Draft functional and repeatable policies to ensure federal and state compliance</li> <li>• Provide coordination, research, and project management support for Human Services and Human Resources departments</li> <li>• Analyze and value current business processes to determine areas for improvement and make recommendations on adjustments</li> <li>• Write new proposals for implementation of processes</li> </ul>
<b>Information Technology Intern</b>	TAC Industries tacind.com	<p>The intern will assist in maintaining and improving the company’s technology infrastructure and serve as an internal IT help desk. This role will work closely with our third-party IT company to improve our digital footprint and accessibility. This role provides hands-on experience in troubleshooting, software and hardware support and IT project implementation.</p> <ul style="list-style-type: none"> <li>• Provide technical assistance to users and staff with hardware and software-related issues</li> <li>• Install, configure, and troubleshoot computer systems, hardware, and software</li> <li>• Follow established procedures for maintenance</li> <li>• Help establish internal communication and collaboration</li> <li>• Run diagnostics and software updates, backups and data recovery</li> <li>• Help manage IT inventory, documentation, and asset tracking</li> </ul>
<b>Development Intern</b>	Tecumseh Land Trust tecumsehlandtrust.org	<p>The intern will engage in a multifaceted job that will involve marketing, creative thinking, supporter interactions, education, database work and research, and will learn what it takes to run a small non-profit.</p> <ul style="list-style-type: none"> <li>• Assist Office Manager with special event preparation</li> <li>• Promote the event via social media</li> <li>• Catalog auction items in a database</li> <li>• Promote auction items by developing appealing verbal descriptions &amp; visually attractive displays</li> <li>• Represent the Organization at festival booths</li> <li>• Interact with board members, donors and supporters at meetings</li> <li>• Complete general office tasks</li> </ul>
<b>Prevention Intern</b>	Wellspring wellspringfield.org	<p>The intern will work with local agencies and organizations to research, catalog, and categorize existing prevention efforts in Clark County. The intern will create and distribute an information collection tool (survey), meet with, interview, or engage with local prevention providers to gather information, and analyze and organize the results.</p> <ul style="list-style-type: none"> <li>• Create a survey or instrument to capture information on local prevention activities</li> <li>• Meet with and interview local prevention providers to collect information and/or distribute survey to local prevention providers</li> <li>• Organize, synthesize, and analyze results</li> <li>• Compile and catalog results in a format that can be easily shared and easily built upon</li> </ul>