

## **2010 Potential Internship Opportunities**

*(Please check often for listings of potential employment opportunities. List will be updated daily beginning 1/4/10.)*

\*Special Announcement 01/14/10 – The Harvest Foundation of the Piedmont will provide funding for an additional 7 summer interns that follow the guidelines set forth by New College Institute. Non-profit organizations may be eligible for partial financial assistance toward the \$1,000 required employer contribution. To request assistance, non-profit employers must submit a written statement regarding the impact the prospective intern would have on the organization and the community, and must provide demonstration of financial need by submitting a current budget and audited financials.

### **1. *\*\*THIS POSITION HAS BEEN FILLED – NO MORE INQUIRIES***

**Title: Program Coordinator Assistant**

**Location: Boys & Girls Club of the Blue Ridge**

#### **POSITION SUMMARY:**

Plans, implements, and evaluates activities provided to youth within a specific program area. The Program Coordinator Assistant ensures that youth development principles are incorporated into programs and activities. Monitor programs, services, and activities to ensure safety of members, and quality in program. This position will work in direct conjunction with the Program Coordinator.

#### **POSITION RESPONSIBILITIES:**

- Assist in the planning, implementation and delivery of exciting and engaging programs and activities for youth ages 5-12.
- Ensure the incorporation of character development, age appropriate and gender-specific programs and activities.
- Ensure that culturally diverse programs are implemented.
- Is willing to work in a variety of program areas as needed. May be needed to participate in special programs and/or events.
- Assist in preparing periodic activity reports by providing needed information.
- Ensure a productive work environment by participating in weekly staff meetings.
- Meeting established schedules/deadlines as part of normal routine; accepting a variety of daily activities while maintaining high accuracy requirements.
- Maintaining confidentiality in all assignments and responsibilities.
- Set high standards for Club members by acting as a positive role model.
- Will assist in data entry and data collection.

#### **SKILLS/QUALIFICATIONS REQUIRED:**

- Minimum of 18 years of age.
- High School diploma or GED. Some college preferred.
- Knowledge of youth development principles.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Valid state drivers license, negative TB test results and pass drug screening.
- Maintain a high energy level.
- Be able to perform physical activities such as standing, walking, running, and bending regularly.
- Regularly speak clearly and hear the spoken word.

#### **Contact:**

Laurie Wardle - Director of Operations

Boys & Girls Clubs of the Blue Ridge

6 East Main Street, Suite A

Martinsville, VA 24112

(276) 656-1171 PHONE (276) 656-1178 FAX

[www.bgcbr.org](http://www.bgcbr.org)

- 2. Title: Insurance/Entrepreneur Associate**  
**Location: Judkins Insurance Agency**

**POSITION SUMMARY:**

Seeking an entrepreneurial-minded individual that would like to learn about owning a small business with a slant towards insurance. The work would include all facets necessary to operate a small business. The individual would have to be worthy of trust, communicate effectively, and be able to pay attention to details. You *can* stay in Martinsville/Henry County and be successful. For the ideal person, it could be a long term opportunity.

**Contact:**

Jay Judkins  
Judkins Insurance Agency  
(276) 956-5556  
[www.henrycountyinsurance.com](http://www.henrycountyinsurance.com)

- 3. *\*\*THIS POSITION HAS BEEN FILLED – NO MORE INQUIRIES***

**Title: General Manager's Assistant**  
**Location: Martinsville Mustangs**

**POSITION SUMMARY:**

Assist the general manager for the Martinsville Mustangs to coordinate game-day operations including to ensure post-game meals are provided for visiting team as per league requirements, assist with umpire lodging and meals as may be required, and ensuring game-day revenue is accurately accounted for regarding deposits, receipts, and handling of money. Assist with the responsibility for administrative and managerial work planning, organizing, and directing all athletic and financial operations of the Martinsville Mustangs. This position would help with preparation for 28 home games from May 26-Aug. 2. Other duties consist of assisting GM during pre-game promotions, concessionary preparations, restroom preparations before and during games, and customer services responsibilities to fans within the Park before, during, and after the games. Other duties would be as assigned. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. On game days the GM assistant will be required to work extended hours to match the game-day schedule. Graduation from high school and 1-2 years experience working with programs/special events/ baseball game day planning is required.

**Contact:**

Gary Cody – Director  
Martinsville Parks & Recreation  
746-B Indian Trail  
Martinsville, VA 24112  
(276) 403-5141  
[gcody@ci.martinsville.va.us](mailto:gcody@ci.martinsville.va.us)

- 4. Title: Parks and Recreation Programmer**  
**Location: City Parks & Recreation Dept.**

**POSITION SUMMARY:**

Performs professional work assisting the Parks and Recreation Administrator in the coordination, administration, and development of comprehensive recreational programs. Duties include assisting the organization of sport leagues, development of schedules, issuance of equipment, and supervision of programs, special events, and activities. Work is performed with considerable independence, and requires initiative and creativity to develop interesting programs to the public. Strong organizational skills and the ability to coordinate multiple tasks are also required. Clerical work (preparations for programs) within the office will be half and

half will be implementing events/programs. The position reports to the Parks and Recreation Administrator and is evaluated on the basis of accomplishment of stated goals and objectives, as well as program effectiveness and efficiency. Graduation from high school and 1-2 years experience developing programs/special events/sports and implementing these venues to the public sector is desired.

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**5. Title: Engineering Technician  
Location: City of Martinsville**

**POSITION SUMMARY:**

Engineering Technician Internship duties to include surveying, CAD work, plan review, estimating, inspection, and scanning. Candidate should be in an engineering, surveying, or technician program, or interested in such.

**Contact:**

Chris Morris  
City of Martinsville  
P.O. Box 1112  
Martinsville, VA 24114  
(276) 403-5159

**6. Title: Marketing Internship  
Location: Colonial Downs, Henry County**

**POSITION SUMMARY:**

Intern would have the opportunity to learn the business of horse racing in Virginia and specifically, operations of the Off Track Betting Center located in Henry County. Intern would be involved in development and implementation of promotions aimed at attracting new customers from Virginia and nearby North Carolina, increasing the frequency of existing customers, soliciting feedback via customer surveys, etc. Intern will have several opportunities to travel to the live racetrack itself in New Kent, Virginia (located halfway between Richmond and Williamsburg) and assist with promotion implementation and possibly at other Off Track Betting sites around the state.

**Contact:**

Darrell Wood, Director of Marketing ([dwood@colonialdowns.com](mailto:dwood@colonialdowns.com))

**7. Title: Business and/or Technology Internship  
Location: Southside Business Technology Center, Martinsville**

**POSITION SUMMARY:**

The Southside Business Technology Center (SBTC) was created in partnership with Virginia Tech in 2005 and is located in the West Piedmont Business Development Center (WPBDC) in uptown Martinsville and in the Dan River Business Development Center in Danville, Virginia. The mission of the SBTC is to provide business consulting services to existing and emerging businesses in order to promote economic development in Southside Virginia.

The SBTC provides in-depth business consulting services to Southside companies in the areas of: Business Plan and Proposal Development, Competitor Analysis, Market Research and Analysis, Financial Modeling, Industry Analysis, Feasibility Studies, Organizational Analysis, etc. The SBTC receives its funding from Danville Regional Foundation, the Harvest Foundation, the Lucy P. Sale Foundation and other public and private sources.

Business consulting services are provided by SBTC staff consultants, outside expert consultants and faculty and student interns from regional colleges and universities.

The SBTC is providing full- and part-time unpaid, long-distance and in-house internship opportunities for students majoring in business and/or technology related fields. Interns should have an aptitude for research, data analysis, technical writing, an interest in business or technology consulting and a willingness to learn and contribute in a team environment. The SBTC welcomes all interested candidates and will review resumes and perform interviews with the best candidates for this career building opportunity.

**Contact:**

Eva Doss, President/CEO

Phone: 276. 403.5082

E-mail: [evadoss@southsidebtc.org](mailto:evadoss@southsidebtc.org),

Address: 22 East Church Street, Suite 318, Martinsville, VA 24112

**8. *\*\*THIS POSITION HAS BEEN FILLED – NO MORE INQUIRIES***

**Title: Community Programs Intern**

**Location: Harvest Foundation**

The Harvest Foundation is seeking a talented, high-energy young person to work on team-focused community projects. The successful candidate will be working in the transformative areas of community vitality, education and health. Projects will focus on attracting and retaining young people to this area, program evaluation, public relations, media relations, and web site enhancements. Project work will involve significant interaction with a variety of community partners, including non-profit community-based organizations. Excellent communication skills, both verbal and written, are critical attributes.

Children of grantees and children of board members (including immediate past board members) are not eligible to apply.

**Contact:**

Interested applicants should submit a letter of inquiry, resume and writing sample to [info@theharvestfoundation.org](mailto:info@theharvestfoundation.org). No phone calls, please.

**9. *\*\*THIS POSITION HAS BEEN FILLED – NO MORE INQUIRIES***

**Title: Open Source Data Clerk**

**Location: Sparta Open Source Research Center, Martinsville**

**Position Summary:**

Individual will develop, coordinate, facilitate, and perform Open Source research, information acquisition and limited analytic activities consistent with government customer information requirements. Interns will be trained with directed readings, lectures and OJT before being assigned a task under a supervisor-mentor. Successful performance of the NCI-internship could lead to a follow-on SPARTA funded internship.

**Tasks:**

Work will involve performing searches of openly available public information and preparing reports or other products that will assist with the preparation of draft and finished government information products; Research, draft, and coordinate open source data acquisition and analysis for presentation to internal and external audiences; Individuals will identify, plan and conduct open source data acquisition, integration and analysis of computerized and manual source information relating to missile technology proliferation; Manage and maintain databases and open source records relating to missile technology proliferation threats; Perform open-source Internet data mining using advanced systematic searches to explore large quantities of data and discover relationships and patterns that lead to proactive decision-making; Use integrated software, including Microsoft Office and other in-house tools, for word processing, developing forms and templates, developing and maintaining spreadsheets and databases, and preparing presentation slides.

Work performed under this contract shall be UNCLASSIFIED. Most requirements and facts of interest are unclassified; however there are some documents that may be considered sensitive and for official use only. All requirements should be treated as sensitive information and should not be divulged to any other individual, contractor, and/or organization without prior approval of the Government.

Desired Candidates will have a two-year degree, proficiency in MICROSOFT Access and Excel, proficiency in internet search engines. While daily supervision is available, candidates must be disciplined, focused and capable of working independently on

research projects while supporting a task team. Teamwork and communication is essential. Candidates must be able to work well with others. Experience can be substituted in lieu of formal education. Former military intelligence, missile, rocket and artillery operations/maintenance personnel and/or Special Forces personnel with computer/internet skills are encouraged to apply. EOE.

**Contact:**

Mr. Greg Eanes, Director  
SPARTA National Security Sector  
Phone: (276) 666-8787

**10. *\*\*THIS POSITION HAS BEEN FILLED – NO MORE INQUIRIES***

**Title: Administrative/ Marketing/ Research Assistant**  
**Location: United Way of Henry County & Martinsville**

**Position Summary:**

The intern will help further United Way's impact areas of education, income and health, by providing support in the areas of early childhood development, financial stability and nonprofit capacity building. Under supervision, the intern will create, develop and/or implement administrative, marketing, research, technology, and fund development projects that will be used to create positive, measurable change in the Martinsville and Henry county region. The intern may also assist in providing training and direct service to children, parents, nonprofit directors/staff and volunteers.

**Contact:**

Tiffany Haworth, Director  
Capacity & Resource Development  
United Way of Henry county & Martinsville  
P.O. Box 951  
Martinsville, VA 24114  
Phone: (276) 638-3946

**11. *\*\*THIS POSITION HAS BEEN FILLED – NO MORE INQUIRIES***

**Title: TheatreWorks Community Players Drama Education Intern**  
**Location: TheatreWorks Community Players**

**Position Summary:**

Will assist the TheatreWorks Production Manager and Artistic Advisors in the development, coordination, administration, and implementation of the musical production of Beauty and the Beast in June and drama camps for youth during the month of July.

**Requirements:**

College student who is an education major, preferably drama education; must be creative; a desire to work with children and teens; strong organizational skills; experience in dance or voice; willingness to work on all aspects of putting together a performance including sets, publicity, costumes, stage management, etc.

**Contact:**

Andy Parker, Board President  
TheatreWorks Community Players  
44 Franklin Street  
Martinsville, VA 24112  
Phone: (276) 806-7274

***For further assistance in developing an internship and for contacting sites, please contact one of NCI's Outreach Educators. Steve Keyser (403-5612) and Sammy Redd (403-5611) will work with individuals in the intern application process.***