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## General Program Internship Job Description – Fargo, ND

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**Position Title:** General Program Intern

**Reports to:** Program Coordinator

**Location:** GiGi's Playhouse Fargo

**Status:** Internship (Unpaid)

**Schedule:** Part-time, flexible based on programming calendar; range 10-15 hours/week

**Internship Start & End Date:** June – August (summer session) flexible start date

*Note: fall & spring sessions can be identified*

### About GiGi's Playhouse

GiGi's Playhouse is a Down Syndrome Achievement Center with a mission to change the way the world views Down syndrome and to send a global message of acceptance for all. We offer free, purposeful programming to individuals with Down syndrome and their families, helping them achieve their "Best of All" in a supportive, empowering, and inclusive environment.

### Position Summary

The General Program Intern plays an essential role in supporting Playhouse operations and programming, working closely with the Program Coordinator to deliver high-quality, engaging experiences for early learners or school age participants. This individual is an active member of our Playhouse community—always accepting, generous, kind, and motivated to work alongside individuals with Down syndrome and their families.

The goal of this internship is to provide meaningful, hands-on experience in the world of inclusive programming and nonprofit operations. Interns will gain valuable leadership skills, build confidence in facilitating group activities, and receive mentorship from experienced team members. This opportunity also offers insight into the inner workings of a mission-driven organization, while allowing interns to directly contribute to a global movement of acceptance. Interns will walk away with a deeper understanding of the impact of purposeful programming, stronger communication and teamwork skills, and a meaningful connection to the Down syndrome community. Ideal for a student or recent graduate pursuing a degree in education, special education, human services, recreational therapy, nonprofit management or a related field who is passionate about inclusion and advocacy.

### Key Responsibilities

- Assist in the planning, coordination and delivery of school age programs, including GiGi's Kitchen, GiGiFIT, Backpack and Math Buddies, Art Explosion and one-on-one tutoring by collaborating with the Program Coordinator to develop and implement weekly lesson plans and activity schedules.
- Provide oversight and leadership during program sessions, ensuring safety, fun and engaging.
- Support participants in building skills and confidence through goal-orientated inclusive activities.
- Collaborate with the Program Coordinator to develop and implement weekly lesson plans and activity schedules.
- Foster a warm, welcoming environment that reflects our core values.
- Assist with set-up, clean-up, and general program logistics.
- Support documentation and feedback for program outcomes and participation growth.
- Act as a positive role model and enthusiastic advocate for individuals with Down syndrome and the mission of GiGi's Playhouse.

## **Qualifications**

- Passion for working with individuals of all abilities and a belief in the potential of every individual.
- Strong communication and interpersonal skills.
- Dependable, punctual, proactive and team oriented with the ability to commit to the full duration of the internship.
- Experience in group facilitation, education or working with individuals with disabilities is a plus but even more important is a passion for building community, promoting inclusion, and supporting lifelong learning for all.
- The ability to lead with positivity and adapt in a dynamic work environment.
- Current or recent enrollment in a related academic program is preferred.
- Basic Microsoft Teams, Outlook and Canva experience preferred.

## **GiGi's Playhouse Core Values**

- Enthusiasm: Bringing positive, high energy to our work
- Best of All: Always looking to improve in all that we do. Challenge yourself every day.
- Get It Done: Making things happen and blasting through barriers when needed; figure it out.
- Believe: Believe in ourselves, believe in our mission, believe we can achieve all that we set out to achieve
- Locally Concerned, Enterprise Minded: Bringing our Best of All to our local playhouse while being mindful of how our work affects GiGi's broader network.

## **How to apply:**

- Please provide a resume and cover letter/letter of interest and submit to Site Manager at [fargo@gigisplayhouse.org](mailto:fargo@gigisplayhouse.org)
- Deadline to Apply: May 8 (summer session).
- General Program Internship open until filled.