Internship Description Template

Title:
Supervisor/Report To:
Department:
Schedule: Days of week/Hours
Duration: Start & End dates
Status: Unpaid Internship, Part Time/Full Time, At-will

Summary:
An overview of the internship, stating the goal of the work to be performed and learning outcome at the end of the internship period.

Accountabilities (Responsibilities):
List of ongoing tasks to be performed that correspond to the goal of the internship.

Learning Component (examples)
- Customer Service skills
- Family engagement skills
- Data collection and analysis skills
- Research skills
- Database software skills
- Donor stewardship and cultivation
- Event planning

Qualifications:
List of skills and attributes of the ideal candidate to successfully accomplish the internship.

Other Factors:

Tips for writing a good internship description
Determine the purpose and responsibilities of the position
- What are the individual tasks involved
- What are the methods used to complete the tasks
- What is the relationship of the position to the supervisor’s position?
- What are the required qualifications of the candidate for successful performance in the internship?