

## Volunteer Coordinator Intern Position Description

Intern will assist the Education & Volunteer Programs Coordinator with planning and coordinating volunteer assignments. This includes scheduling volunteers, planning and assisting with special projects, assisting in managing a large volunteer staff, along with maintaining a volunteer database.

Days and hours are flexible, but ideal candidate would work 6 to 15 hours per week; schedule is negotiable. Minimum of one full semester commitment requested. Opportunities exist for longer duration with corresponding opportunities for growth. Position is unpaid.

## Duties include:

- Processing volunteer applications and updating volunteer records
- Keeping volunteer database (paper and electronic) up-to-date and accurate
- Assisting with organization of regular volunteer trainings & orientations
- Supervising volunteers
- Assisting with special project such as special event planning
- Corresponding with volunteers and prospective volunteers, mainly through email but occasionally via phone or text messaging
- Assist with scheduling volunteers utilizing a variety of methods, including online sign-up sheets
- Assist with creating content for weekly and monthly newsletters for volunteers and zoo members
- A variety of other regular clerical & organizational tasks that are integral to the success of a volunteer management program
- Opportunities exist for qualified candidates to assist with creating online training materials (videos, power points, exams, etc.) for zoo volunteers/interns

## **Qualifications:**

- Good written and oral communication skills
- Willingness to work on a flexible schedule
- Professional, motivated, self-starter
- Ability to work with indirect supervision in a busy environment
- Computer experience (must be comfortable with basic functions of excel)
- Good "people skills
- Organized

## Benefits:

- Letters of recommendation can be provided upon successful completion of internship
- After completion, students will have valuable experience and insight regarding what it takes to manage a large-scale volunteer program