



Volunteer Coordination Intern Job Description

Position Description

The Volunteer Coordination Intern will assist with planning, recruiting, coordinating, and scheduling volunteers for United Way and other Vermillion organizations, along with maintaining a volunteer database.

Duties include:

- Outreach to local non-profit organizations to obtain updated volunteer needs
- Creating and executing volunteer recruitment plans
- Processing volunteer applications and updating volunteer records
- Keeping volunteer database up-to-date and accurate
- Assisting with organization of regular volunteer training & orientations
- Supervising volunteers
- Corresponding with volunteers and prospective volunteers, mainly through email but occasionally via phone, text messaging or in person
- Coordinating with volunteer groups, churches, University organizations, etc.
- Assist with scheduling volunteers utilizing a variety of methods, including online sign-up sheets
- Assist with creating volunteer opportunity content for social media, newsletters, and other materials

The United Way Volunteer Coordination Intern will be expected to possess the following qualifications:

- Excellent interpersonal skills
- Computer literacy
- Ability to work well with others or independently
- Initiative to problem solve, if necessary
- Responsibility to complete projects by a pre-determined deadline
- Ability to communicate effectively and accurately in oral and written language
- A passion for service

Education and/or Experience: Undergraduate or graduate student in any area of study. Candidates will be enthusiastic with a strong work ethic and positive attitude. A good sense of humor is also appreciated.

Time Commitment: 10-20 hours weekly. Hours and work dates are flexible and may be set according to an intern's class/work schedule.

The intern will be reimbursed for any travel mileage or miscellaneous expenses incurred while working. The internship is a non-paid work experience. Letters of recommendation can be provided upon successful completion of internship.