

Volunteer Management Internship

Gain valuable volunteer management experience by interning with an agency that recruits volunteers for programs designed for older adults, such as health empowerment, client advocacy, nutrition and companionship services, and accessibility support.

The intern is expected to devote approximately 25 hours per week to the agency and a total of 300 hours. The internship is unpaid.

The intern will spend time in the field supporting volunteer recruitment activities. The intern will:

- Gain insights into ways to manage various aspects of a volunteer program
- Help implement ideas that impact the effectiveness of a volunteer program

Duties may include arranging training sessions and placing volunteers in assignments, monitoring volunteer performance, providing technical support, recognizing volunteers' contributions, monitoring compliance with performance measures, and assisting with media outreach.

Required Skills

Strong interpersonal and organizational skills, problem-solving skills, ability to work semi-independently, strong sense of ethics, ability to use computer, ability to do daytime travel in service area

Required Experience

Previous work with a team, such as a local organization or committee, previous work organizing or maintaining a project or program

Desired Skills

Experience making oral presentations and writing reports, ability to evaluate program strengths and weaknesses

Please post; discard after 4/1/18



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**For more information
contact Jan Henning, PhD, at 1-800-272-3921, ext. 7197, or email jhenning@nctcog.org**

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