

Volunteer Management Intern Job Description

The Volunteer Management Intern is the person in our non-profit organization who recruits, trains, places, and supervises volunteers and, in many cases, interns and other non-paid personnel. The Intern will be responsible for such things as will creating job descriptions, developing communication materials, evaluating the volunteer program and other "details" to help with the placement and maintenance of volunteers. This position works with regular staff to identify the volunteer needs and will use staff input to design accurate job descriptions.

The duties of the Kishwaukee United Way (KUW) Volunteer Management Intern will include:

- Ensure that all KUW partner agency and other local non-profit organizations' volunteer opportunities are clearly identified and communicated to the community on a regular and timely basis.
 - Working with the Kishwaukee United Way Agency Liaison & partner agencies, KUW committees, and other available avenues & tools to learn of upcoming opportunities.
 - Work in conjunction with the Marketing Committee and Marketing & Media Intern to ensure that the latest volunteer opportunities are communicated via KUW's marketing and media avenues.
- Work with the Executive Director to maintain and place KUW volunteer opportunities on KUW's volunteer opportunity online "portals" and other appropriate volunteer job sites such as Volunteer Match, serve.gov, Global Volunteer Network, and volunteers.gov on a regular and timely basis.
 - Actively review KUW's volunteer opportunity "portal" and any other appropriate volunteer job sites for effectiveness, accuracy, etc.
 - Recommend changes to KUW's volunteer opportunity "portal" or a new application, when appropriate, to ensure up-to-date and relevant volunteer opportunities are shared with the community.
- Follow up with general telephone calls asking about volunteer opportunities; direct callers to specific agencies and/or creating and maintaining KUW's volunteer opportunity "portal".
- In conjunction with the Executive Director, conduct "interviews" and introductory tours of KUW for potential new/existing volunteers, as needed.
- Act as the initial point of contact for potential, new, and existing KUW volunteers and scheduling appointments.
 - Ensuring all volunteers are continually engaged in KUW goals and activities.
- Following recruitment, introduce new volunteers to the appropriate KUW contact such as a committee chairperson via short coffee meeting or phone call.
 - Ensure both volunteer and KUW contact is clear on next steps to ensure volunteer is engaged as soon as possible.
- Maintain volunteer records, including current roster and contact information lists, and send out volunteer notices as directed.
 - Ensure volunteer hours are recorded.
- As required, work with staff to contact and schedule volunteers to participate in local business agency/volunteer fairs and employee campaign kick-off meetings.
- As required, assist the Executive Director to compile volunteer job descriptions and volunteer training materials.
- Develop and assist with volunteer appreciation events throughout the year.
- Direct involvement in fund raising events.
- Be able to work flexible hours, often not during regular business hours, as needed.

The Volunteer Management Intern will have strong leadership skills, excellent communication & writing skills, good computer skills and proficient internet skills.