

Volunteer Services Internship – Position Description

Position:

Volunteer Services Internship

SUPERVISOR:

Volunteer Coordinator

TIME COMMITMENT:

8 hours per week (Friday and Saturday)

Length of internship: 3 months (September, October, November)

Summary:

This is a unique opportunity to work with volunteers in a nonprofit environment and learn the skills needed to coordinate people that give their time to help organizations. Additionally, you'll learn about the human animal bond and the benefits of Pet Assisted Therapy in different surroundings.

Duties & responsibilities:

- Assist with volunteer orientations on Saturday mornings
- Update and review volunteer database
- Research new facilities for the Pet Assisted Therapy program
- Setup site visits for Pet Assisted Therapy facilities
- Maintain the Pet Assisted Therapy calendar
- Plan Pet Assisted Therapy visits and a Pet Assisted Therapy event

TRAINING:

Some nonprofit experience preferred. On-the-job training is provided by the Volunteer Services Department

Qualifications:

- proficient in MS Office and online based software
- good oral and written communication skills
- must have a positive attitude and be dependable
- ability to follow directions and work independently
- perform the job in a professional manner
- demonstrate a friendly demeanor
- must be 18 years of age
- must be able to lift 25lbs