



Volunteer Management Intern

A Precious Child, Inc. is a 501(c)(3) nonprofit organization that provides children in need with opportunities and resources to empower them to achieve their full potential. A Precious Child envisions a future where every child grows up to be a secure, self-reliant, contributing member of their community.

Reports to: Position Reports to: Donation Center Assistant Manager

Summary:

Interns will mainly be responsible for managing, training, and supervising volunteers. Currently our Donation Center hosts the largest amount of volunteers on a daily basis, with the potential to host up to 70 people at a time. Interns will gain leadership and supervisory skills while ensuring a positive volunteer experience. A Precious Child's Volunteer Vision is that every volunteer is inspired, supported, and celebrated. Interns will work to ensure a great volunteer experience overall.

This position requires someone who is very personable. The individual in this role must interact positively and professionally with volunteers, clients, donors, and staff members. Individuals in this area will be awarded the opportunity to gain universal managerial experience by working alongside staff in experience supervisory roles. Interns will also assist with processing incoming community donations and donor relations. This position must be flexible and willing to assist in different departments as staff and organizational needs arise.

Responsibilities:

- Working with Donation Center staff and volunteers to provide a positive and impactful volunteer experience.
- Manage and provide supervision and training to large volunteer groups, youth, and individual volunteers.
- Ensure that the Donation Center is efficient and productive at all times.
- Assist staff with Donation Center/Warehouse needs and projects as they arise.
- Improving donor relations and helping to grow our monetary donor program.
- Collaborate with Donation Center Team to improve upon current processes to introduce fresh ideas to increase productivity.

Qualifications:

- Outgoing and positive attitude.
- Strong interpersonal skills, with a willingness to grow.
- Ability to engage people in conversation.

- Ability to stand/Be on their feet for four hour shifts.
- Ability to lift between 30lbs-50lbs.
- Strong work ethic.
- Detail oriented.
- Team player.
- Ability to evaluate weekly tasks and priorities with Donation Center team.
- Comfortable with public speaking and conveying instructions to large volunteer groups.
- Valid driver's license.

Compensation:

This is an unpaid internship. We encourage you to use this internship to gain course credit or to seek out work-study grants through your university, if that is an option.

To Apply: Please email a cover letter, resume, writing sample and graphic design portfolio (if you have one) to Joshua Walsh, Volunteer Associate, at Joshua@APreciousChild.org. Please put "Volunteer Management Intern Application" in the subject line. No phone calls, please.

For more information about A Precious Child visit APreciousChild.org

Equal Employment Opportunity: A Precious Child is committed to a policy of equal employment opportunity. The organization will not discriminate against employees or applicants for employment of any legally recognized basis including, but not limited to, veteran status, race, color, religion, sex, national origin, physical or mental disability, age, political affiliation or belief, or any other protected group status as defined by law. A Precious Child will also not discriminate against employees or applicants based on sexual orientation