



## **Volunteer Management Internship**

**Reports To:** Donation Center 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 and can host up to 70 volunteers 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 for all.

This position requires someone who is very personable and interacts 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 with experienced staff in managerial/supervisory roles. Interns will also assist with processing incoming community donations and donor relations. This position must also 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;
- Collaborate with Donation Center staff to improve upon current processes and work to introduce fresh ideas to increase productivity;

### **Qualifications:**

- Outgoing and positive attitude;
- Strong interpersonal skills, with 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;

**To Apply:** Please email a resume and cover letter to our Volunteer Coordinator, Yvette Redwood, at [YvetteRedwood@APreciousChild.org](mailto:YvetteRedwood@APreciousChild.org). Please put "Volunteer Management Internship Application" in the subject line.