

## **IRCO**

<http://www.irco.org/programs/>

### ***Volunteer Coordinating Internship***

#### **Job Description**

The Volunteer Coordinating Intern will work with staff implementing our volunteer program. This internship will allow interns to gain greater knowledge and understanding of the needs of creating and maintaining an efficient volunteer program within a non-profit.

#### **Duties and Responsibilities**

- The intern will assist in the management of volunteers and may facilitate an orientation for new volunteers.
- Make addition to volunteer supplies improving efficiency.
- Take part in volunteer recruitment, screening, orientation, training, motivation, retention, and recognition.
- Assist with the keeping track of hours and bonus.
- Marketing volunteer program.
- Update Facebook page and/or additional medias with regards to our volunteer program.
- Create e-mailers to interested Friends of IRCO and Volunteers.
- Participate in volunteer evaluation process.
- Conduct scheduled volunteer meeting and assist with ongoing trainings and events.

#### **Required Skills**

- The ideal candidate will be a self-starter, and can work well independently
- Must be an avid reader
- Must have excellent English language skills and computer skills
- Creativity is essential
- Works under the general supervision of the Volunteer Coordinator
- Friendly and very outgoing
- Ability to communicate well with individuals of all ages and of different backgrounds
- In College or Recent College Graduate

#### **Internship Time Commitment**

- Ideally I am looking for someone who can work 10-15 hours per week from the end of June through the beginning of September.

If you are interested in this internship please submit an IRCO volunteer application <http://www.irco.org/help/volunteer/>, your resume, and a Pangaea internship application to Sarah at [sarah@thepangaeaproject.org](mailto:sarah@thepangaeaproject.org) by June 17.

If you have any questions please contact The Pangaea Project at 503.517.8999

\*Other internships are available with IRCO. If you are interested in an internship in a different program area please contact Sarah at The Pangaea Project.