



Internship Job Description Volunteer Management

General Description: Under the supervision of the Volunteer Coordinator, Outdoors for All Volunteer Management Interns will assist in the administration and growth of Outdoors for All's volunteer program. Specific duties will be discussed during interviews but may include the following: conducting volunteer trainings, recruiting volunteers, interviewing volunteers, organizing volunteers on-site, supporting Human Resources deployment, creating and/or distributing volunteer materials, word processing and general office administration.

Required Skills: Ability to act as a liaison for Outdoors for All by providing program specific information and services to Outdoors for All volunteers, families, donors, and the public at large. College student. Basic computer processing skills including *MS Office*.

Additional Recommended Skills/Licenses: Driver's License, proof of insurance and available transportation.

Time Requirement: A minimum of three months commitment is required. During that time, interns are expected to work at the Outdoors for All office two days a week during office hours (9 a.m. – 5 p.m. Monday – Friday).

Compensation: Internships with Outdoors for All are not paid, but offer a great deal of hands on experience.