

Volunteerism Internship

Position Title: *Volunteerism Intern*

Department: *Volunteer Engagement*

Report to: *Volunteer Coordinator*

Location: *Lenexa, KS*

Time: *Spring Internship*

Heart to Heart International (HHI) strengthens communities through improving health access, providing humanitarian development and administering crisis relief worldwide. We engage volunteers, collaborate with partners and deploy resources to achieve this mission.

Note: This is an unpaid internship, requesting 10 - 20 hours a week for 3 months. Internship hours can be completed between Monday – Friday, 9 - 5 pm.

Key Responsibilities:

- Create and maintain a Standard Operating Procedure (SOP) for Disaster Response Team applicants. Presenting SOP at the conclusion of internship.
- Follow up on general volunteer inquiries.
- Recruit KC Metro community members for the Disaster Response Team.
- Support coordination for Disaster Response Team workshop in March 2020.
- Support group volunteer events at Heart to Heart Headquarters.
- Track group volunteer hours in volunteer management system.
- Be first point of contact with new volunteer applicants within Heart to Heart.
- Transfer all volunteer documentation to volunteer management system.
- Support coordination of volunteer appreciation events.

Qualifications:

- Pursuing a degree in Human Resources, Nonprofit Management, International Studies or any other related field is preferred.
- Strong critical thinking and problem-solving skills.
- Strong verbal and written communication skills.
- Proficient in Microsoft Office.
- Event planning/coordination experience, preferred.

Development Opportunities:

- Gain hands-on experience in volunteer coordinating within a humanitarian organization.
- Develop or strengthen an understanding of volunteer management systems.
- Work within a team to develop and execute a volunteer recruitment strategy.
- Build professional skills and a broad-based understanding of a non-profit organization.

Application: <https://www.volgistics.com/ex/portal.dll/od?from=118435>