Volunteer Programs Intern

Position Description

Title: Volunteer Programs Intern
Department: Student Involvement
Reports to: Assistant Director of Student Involvement

Appointment: Academic year 2016-2017
Classification: Hourly Paraprofessional
Remuneration: Paid hourly for a maximum of 20 hours/week ($8.50/hour, pay schedule is bi-weekly)

Position Summary
The Volunteer Programs Intern is responsible for supporting volunteer related programming on campus. These programs include, Kindness Crew efforts, Give Gain programs, website resources, and any other volunteer related events. This position will collaborate with other positions often, and will work closely with student organizations. This position is a member of the Office of Student Involvement in the division of Student Affairs. This position requires some evening and weekend hours.

Responsibilities
A. Work to support volunteer programs developed by the Office of Student Involvement
B. Research and provide monthly Give Gain opportunities for student organizations
C. Assist with Just Local and Opportunity Fair events
D. Collaborate with other interns to facilitate Street Team/Kindness Crew experience
E. Create and execute monthly KINDRF pop-up shops
F. Assist with updating FalconSync information for volunteer Opportunities
G. Develop Give Gain events (i.e. blood drive, donate it, don’t throw it, food drive, cheek swab, etc.)
H. Update the giving corner for students in the Involvement Center
I. Plan and administer student organization “Service Friday” challenges
J. Maintain all duties as an employee of the Office of Student Involvement staff, including trainings, retreats, and professional development
K. Collaborate with all staff on executing departmental programs including but not limited to Week of Welcome activities, Just Local, Homecoming and Family Weekend, and Finals Fest
L. Assist and help run various Student Involvement events throughout the year (i.e. Karaoke, Open Mic, etc.)
M. Assist with swiping at Falcon 5 events
N. Actively participate in weekly meetings with peer staff and supervisor
O. Other duties as assigned

Qualifications and Conditions of Employment
A. Must be enrolled as a full-time student during the period of employment
B. Must maintain a minimum cumulative grade point average of 2.5 before and during employment
C. Must be available to attend the Spring Retreat (May 16-17, 2016) and Fall training (August 29-Sept. 4, 2016)

Preferred Qualifications
A. Prior experience or interest in campus involvement
B. Computer skills (e.g. Microsoft Office Suite, FalconSync) considered a strong asset
C. Strong organizational skills, interpersonal abilities, and oral and written communication

Expectations
A Student Involvement Intern is expected to serve as a positive role model for other students. This person will be expected to follow University policies as well as state and federal laws. This expectation applies throughout the period of employment, whether on or off campus.