

# **Job Description**

## **Volunteer Services Intern/ Assistant**

### **Description:**

The Aliveness Project serves people that are living with HIV/AIDS. Our Volunteer Services Intern/Assistant is an important point of contact that people have with our organization. We rely on that person to help establish a positive and welcoming environment. Some of the duties include:

- assist with the scheduling of events and the volunteers
- work with the Director of Volunteer Services in the interviewing, orientation, training and evaluation of volunteers
- help solicit volunteers for special events like Dining Out for Life
- assist in maintaining contact with internal and outside departments and resources
- maintain data entry and documentation of records and logs of volunteers
- assist with communication regarding volunteers and activities
- other duties as assigned by the Director of Volunteer Services
- report to the Director of Volunteer Services

### **Requirements:**

This position requires that you be able to work as a team member and be a detail oriented individual. A high degree of self-direction is most useful. Person should have a use of a car. You should be at least 18 years of age and have at least 2 years of college education preferred. Credit may be available as per internship requirements. This internship is unpaid.

### **Hours:**

This position will need to be able to work a minimum of 12 hours a week to a maximum of 40 hours a week. Flexible schedule will be needed at times due to the different events throughout the year.

**Training:**

Four-hour training session to become familiar with procedures and resources. Basic information about HIV/AIDS is provided; in-depth education is available upon request. An initial informational meeting will be held regarding each event.

**Communication:**

The Aliveness Project relies on volunteers for the operation of each event, so it is important to communicate any changes as soon as possible. This person will be responsible to document and record all information related to the event. Report any issues or problems to the Director of Volunteer Services.