



Volunteer Management Intern Position Description

FLSA Status: Non-Exempt Seasonal Part-Time

Reports to: Volunteer & Outreach Manager

Position Summary: The Volunteer Management Intern will assist in the development and execution of tasks relating to volunteer onboarding, individual volunteer and service group management, volunteer appreciation efforts, departmental communications and other duties as assigned.

Responsibilities:

Volunteer Onboarding & Infrastructure

- Process incoming volunteer applications as needed
- Update volunteers' profile content on organization's volunteer management software
- Assist with preparing volunteer department monthly reports
- Create internal/external written policies, procedures, and regulations for departmental infrastructure
- Develop and maintain efficient and comprehensive work flow that best serves the entire operations team

Volunteer Management & Communications

- Recruit and schedule individual volunteers and service groups on daily/weekly basis through an online scheduler
- Add event-based volunteer and service group opportunities to online calendars
- Greet and lead external service groups through various tasks and projects as needed
- Assist in drafting and disseminating the department's monthly e-newsletters

Volunteer Appreciation Efforts

- Maintain communication efforts with volunteers based on significant life events
- Help host annual Volunteer Appreciation Celebrations
- Create matrix of volunteer appreciation efforts

Minimum Required Qualifications:

Candidate should be a student at an accredited community college or university. Primary study areas could include nonprofit management, volunteer management, human resources, leadership, or related field:

- Excellent written/verbal skills and communication
- Ability to learn new tasks quickly and manage multiple duties at a time
- Ability to work weekends and late evenings during certain programs & events
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, etc.)
- Exceptional problem solving and organizational skills
- Experience with Google Suite (Gmail, Google Calendar, Google Drive) is preferred
- Preferably skilled in use of management systems (SignUpGenius, Constant Contact, Asana, etc.)

Time Commitment:

- Average 10-20 hours per week
- Candidate has ability to create own schedule within normal business hours (M-Sa 9am-5pm)
- Seasonal position to start as soon as possible with flexible start/end date, with the possibility of extending the internship. Preferred internship duration of at least 12 weeks.

Compensation:

- College Credit hours
- Complimentary Family Membership

To Apply:

Please send the following documents electronically to jobs@blandfordnaturecenter.org:

- Cover letter
- Resume
- Full contact information for three (3) professional references
- Completed Volunteer Application (found at Blandfordnaturecenter.org)

Interviews will begin as qualified application packages are received. This position is open until filled.

Blandford Nature Center's Mission:

To engage and empower our community through enriching experiences in nature.

Blandford Nature Center's Vision:

A thriving, diverse community that supports a healthy, natural world.

Blandford Nature Center's Values:

- Inclusion: Intentionally welcoming and embracing everyone.
- Stewardship: Responsibly using and caring for all our resources.
- Integrity: Demonstrating honesty, authenticity, and transparency within our organization and community.
- Experiential: Providing direct opportunities to enjoy, explore, and learn in nature.
- Partnership: Connecting and collaborating to effectively serve our community.
- Innovation: Using creativity and curiosity to continuously improve.

The policy of the Blandford Nature Center is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. Blandford staff, board and volunteers commit to ensure equal access to Blandford and all its educational opportunities by all people.

Diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals. All individuals are welcome at Blandford Nature Center, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, and pregnancy), religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. We all share the responsibility to ensure diversity and inclusion throughout Blandford, and seek to recruit, engage, and retain a leadership composed of volunteers and staff that equitably and fairly represent our constituency.