



220 Herndon Street  
 San Marcos, TX 78666  
 P: (512) 392-8300  
 F: (512) 392-5286  
[www.haysfoodbank.org](http://www.haysfoodbank.org)

## Position Description

<b>Job Title:</b>	<b>Client Stories Intern</b>
<b>Reports To:</b>	<b>Programs Director</b>
<b>Location:</b>	<b>Hays County Food Bank (HCFB) Office</b>
<b>Classification:</b>	<b>Volunteer, unpaid/available for academic credit</b>

### Position Summary

Hays County Food Bank is seeking an intern to help us collect client stories about hunger. This intern will gain hands-on experience by brainstorming and researching unique ways to collect client stories, utilizing a variety of media tools during story collection (ex: paper surveys, audio, video, photography, client artwork), conducting personal interviews, and organizing results into meaningful materials for the community. This intern will report directly to the Programs Director.

### Duties and Responsibilities

- Research and brainstorm methods for collecting client stories
- Use a variety of media tools to collect stories (including but not limited to paper surveys, audio, video, photography, client artwork, etc...)
- Conduct personal interviews by speaking with clients about their personal experiences with food insecurity
- Organize results into meaningful graphics, blog posts, and educational materials for the community
- Attend HCFB public food distributions to observe the process of receiving food
- Other duties, as assigned

### Qualifications

- Be responsible, flexible, hard-working, ethical, and committed to the mission of HCFB
- Ability to work cooperatively with a diverse range of people
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills
- Community service minded
- Computer proficient (including Microsoft Office, social media platforms, and Google apps)
- Strong organizational skills
- Ability to approach and speak with strangers about sensitive issues
- Willingness to work with a diverse set of people
- Completed or working toward a college degree, preferably in a related field (e.g., Anthropology, Sociology, Writing)

### Administration

- Complete online Volunteer Application process.
- Complete Confidential Information & Intellectual Property Agreement.
- Communicate with supervisor regarding attendance, in a timely manner, through email.

- All interns, regardless of department, should learn about operations and volunteer for a warehouse and a food distribution shift. This will give them a more well rounded view of the food bank's daily operations.
- Interns should attend a Speaker's Bureau training so they are prepared to speak on behalf of the food bank.
- Briefly meet with all Hays County Food Bank employees to understand their role in the organization.
- If internship is for academic credit, it is the responsibility of the intern to ensure that they meet all the requirements (ex: hours) for their educational institution.

*This position description does not list all the duties of the position. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Hays County Food Bank has the right to revise this position description at any time. The position description is not a contract for employment.*

<b>Intern Signature</b>	<b>Date:</b>
	__/__/----
<b>Supervisor Signature</b>	<b>Date:</b>
	__/__/----

**INTERNAL USE ONLY**

<b>Approved by:</b>	Denise Blok
<b>Date approved:</b>	June 2017
<b>Reviewed:</b>	