



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

Position Description

Job Title:	Volunteer Services Intern
Reports To:	Volunteer Services Coordinator
Location:	Hays County Food Bank (HCFB) Office
Classification:	Volunteer, unpaid/available for academic credit

Position Summary

The Volunteer Services Intern will work directly with the Volunteer Services Coordinator to assist with the recruitment, training and management of volunteers in order to aid the organization in its mission. The intern will assist with volunteer recruitment, communications and program development.

Duties and Responsibilities

- Research, develop and maintain lists of potential volunteer groups and individuals
- Help manage volunteer outreach using social networking tools such as Facebook, Twitter, Craigslist, Idealist.org, and VolunteerMatch.com
- Seek out community events and speaking engagements in order to recruit more volunteers
- Reply to volunteer inquiries providing information about the organization and matching to specific volunteer role
- Schedule groups and individuals for build days and related events
- Provide scheduled volunteers with necessary documentation in a timely manner, including waivers, directional maps, volunteer FAQs, and other necessary documents
- Assist with data entry and ensure data quality of volunteer statistics
- Conduct community presentations regarding HCFB
- Attend community events on behalf of HCFB
- Create/Update volunteer position descriptions
- Assist with creation of training videos as necessary
- 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)
- Excellent organizational skills
- Completed or working toward a college degree, preferably in a related field (e.g., Education, Non-Profit Management, Volunteer Management, Program Management)

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 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, such as 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.

Intern Signature	Date:
	__/__/____
Supervisor Signature	Date:
	__/__/____

INTERNAL USE ONLY

Approved by:	Denise Blok
Date approved:	June 2017
Reviewed:	