Thinkery
Intern Position Description

Position Title: Volunteer Engagement Intern
Department: Experience Department
Classification: Non-paid internship and does not require academic credit
Reports To: Volunteer Resources Manager

The mission of Thinkery is to create innovative learning experiences that equip and inspire the next generation of creative problem solvers. For more information about Thinkery, check out www.thinkeryausin.org.

In this position the intern will assist with organization’s volunteer program. This position primarily supports the behind-the-scenes and programmatic functionality of this department, rather than direct service with volunteers. Each semester specific projects are identified for the intern to focus on. They will have the opportunity to work with a well respected organization and learn the behind the scenes workings of a successful volunteer program.

Possible projects could include:
- Assist with developing and implementing a leadership track for our volunteer program, that encourages leadership and skill building to help keep people engaged and to provide higher level engagement roles.
- Developing a risk management plan
- Fine-tuning our on-boarding or evaluation plan
- Plan and execute our annual volunteer recognition event
- Help develop and promote new volunteer roles
- Help refine our group volunteer program to include new types of projects and partnerships

Essential Job Functions:
- Assist Volunteer Resources Manager with identified project discussed at interview.
- Work occasionally with individual and group volunteers.
- Assist the Volunteer Resources Manager with database projects, that will allow you to learn to use a well-respected volunteer management tool called Volgistics.

Qualifications:
- Commitment to and enthusiasm for the mission of Thinkery.
- Strong written and verbal communication skills.
- Experience working with databases is helpful, but not required.
- Confidence working with people of all race, gender and ability.
- Strong interpersonal skills.
- Confidence in working independently as well as with a team.
- Competency in multitasking and time management.
- Positive attitude and work ethic.
- Must be available some evenings and weekends.

Schedule: 8 hours/week, ideally on weekdays between 9 am – 5 pm.