



## Intern Position Description

<b><u>Position Title:</u></b>	Volunteer Engagement Intern
<b><u>Department:</u></b>	Experience Department
<b><u>Classification:</u></b>	Non-paid internship and does not require academic credit
<b><u>Reports To:</u></b>	Volunteer Resources Coordinator

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](http://www.thinkeryausin.org).

### **Position Summary:**

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. For more information about Thinkery, check out [www.thinkeryausin.org](http://www.thinkeryausin.org).

Possible projects could include:

- 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
- Writing content for Volunteer Highlights and Blog posts

### **Job Functions/Responsibilities:**

- Support teen volunteer program leadership in hosting trainings that contribute to the development of transferable 21<sup>st</sup> century skills, content area knowledge and promote delivery of Thinkery's mission. Assist in administering assessment of participant knowledge and acquisition of program certifications.
- 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.
- Demonstrate superior visitor services skills, productivity and work place behavior.
- Promote the mission of Thinkery through direct interaction with visitors, staff and volunteers.

### **Qualifications/Experience/Skills:**

- Commitment to and enthusiasm for the mission of Thinkery.
- Ability to engage with teens, children and adults in an energetic, friendly, positive, and professional manner.
- Experience working with databases is helpful, but not required.
- Confidence working with people of all race, gender and ability.
- Confidence in working independently as well as with a team.
- Ability to react positively to rapidly changing circumstances
- Must be able to stand and walk for long periods of time
- Confidence in working independently, as well as with a team.
- Competency in prioritizing and structuring work tasks and time management.
- Reliable transportation.
- Spanish fluency a plus



- Interns must have a high school diploma or GED. All interns must be 18 years of age or older.

**Schedule:** 15-20 hours/week; During Monday-Friday, 9am-5pm office hours; possibly available to work some evening and weekend events.