

## Unpaid Volunteer Intern Job Description

The Volunteer Coordinator Intern will gain valuable experience and insight regarding what it takes to manage a volunteer program for nonprofits. Upon completion, the intern can expect to acquire invaluable experience in working with volunteer management software, recruitment, screening, training and management of volunteers.

### **Duties and Responsibilities:**

The BIIN Volunteer Coordinator intern assists in all aspects of managing Brazos Interfaith Immigration's (BIIN) volunteer program, which includes recruiting, screening, training, supervising, and acknowledging volunteers. The intern will represent BIIN at community events to recruit new volunteers.

- Process volunteer applications and updating volunteer records in Volgistics, a volunteer management tool.
- Keep volunteer database up-to-date and accurate.
- Actively recruit volunteers for the Information, Referral, and Assistance program and teachers for the English classes and Spanish citizenship classes.
- Update volunteer job descriptions as needed.
- Create volunteer FAQ.
- Assist with organization of regular volunteer trainings & orientations.
- Supervise volunteers.
- Assist with special projects such as event planning.
- Correspond with volunteers and prospective volunteers, mainly through email but occasionally via phone or text messaging.
- Assist with scheduling volunteers through Volgistics.
- Assist with a variety of other clerical & organizational tasks.

### **Qualifications:**

- Good written and oral communication skills
- Willingness to work on a flexible schedule
- Professional, motivated, self-starter
- Ability to work with indirect supervision in a busy environment
- Computer experience (must be comfortable with basic functions of excel)

- Good “people skills
- Organized

**Start Date:** BIIN interns usually begin the second week of the semester.

**Time Commitment:** It is our hope that our interns experience as much of BIIN as they can, and truly become a part of our team. Therefore, we have created a program centered on a minimum of 100 hours allocated over the course of 10 weeks. However, BIIN allows interns to work additional weeks and hours if their program requires it or if they choose to be more involved.

**Compensation:** Though unpaid, the internship provides the opportunity to hone management and supervisory skills while making a tangible contribution in addressing the needs of the local immigrant community.

**Work Environment:** The intern will work in a small collaborative office environment.

**Academic credit:** BIIN has had interns work for three credit hours from the Sociology, Political Science, Hispanic Studies, and Philosophy departments’ internship classes. BIIN is happy to work with interns to meet the requirements of their department’s internship program.

**General Program Information:** BIIN’s internship program is open to anyone who is interested in gaining experience managing programs.

**Goal:** Provide an educational opportunity involving hands-on activities while at the same time empowering the local immigrant community.

**Vision:** We view our interns foremost as learners who offer a valuable fresh perspective. We treat each intern as a professional team member and part of the BIIN family. Our staff is committed to the program, offering guidance, and appreciation for each intern’s contribution.

## **To Apply**

For more information or questions on the general details of the internship program, contact Jaimi Washburn at [info@brazosimmigration.com](mailto:info@brazosimmigration.com). To apply for an internship position please send a resume and cover letter to [info@brazosimmigration.com](mailto:info@brazosimmigration.com) with the name of the internship you are applying for in the subject line.