

**Minnesota Children's Museum
Internship Position Description**

Position Title: Volunteer Services Intern
Department: Volunteer Services
Supervisor Title: Volunteer Services Coordinator
Classification: Intern, Temporary, Part-time (10-20 hours per week for 10-12 weeks)

Institutional Mission

Sparking children's learning through play

Position Summary

This position is responsible for a variety of aspects of volunteer management including recruiting and screening, maintaining volunteer records, providing recognition, and ongoing communication with current volunteers. This internship will also assist with volunteer orientation and training, as well as program research.

Supervision Summary

This position may supervise volunteers as needed.

Major Job Accountabilities

This is an estimate of the duties to be included in the internship. The exact duties and projects will be determined by mutual agreement of the intern and museum staff. All duties will be carried out with the direction and supervision of Volunteer Services staff.

% of Time

- 55% Assist with recruitment for available volunteer positions
- Utilize Volgistics database to track new applicants
 - Post volunteer positions to websites and other recruitment sources
 - Maintain a volunteer recruitment contacts roster
 - Attend recruitment fairs as needed
 - Screen new applicants
- 10% Assist with orientation, training and recognition events as needed.
- 10% Prepare monthly displays for the Volunteer Wall, which highlights volunteerism at the Museum
- 25% Other projects and tasks as assigned and/or determined by intern and Volunteer Services staff

Knowledge, Skills and Abilities Required

1. Some formal education in related field (Human Resources, Management, Communications, Liberal Arts, etc.)
2. Ability to organize time and work independently, follow directions and complete tasks in an effective manner.
3. Experience in coordinating tasks and projects.
4. Excellent written and verbal and interpersonal skills.
5. Computer skills, particularly Microsoft Office applications. Database management experience a plus.
6. Ability to work well with people of all ages and backgrounds.
7. Previous volunteer experience – strong advocate of volunteerism preferred.
8. Flexible schedule – ability to work some evenings and weekends a plus.

Training Provided

1. Intern Orientation
2. Best practices in Volunteer Management
3. Volgistics Database training