

CASA OF THE SOUTH PLAINS, INC. - JOB DESCRIPTION

TITLE: VOLUNTEER TRAINING INTERN

CLASSIFICATION AND STATUS: Unpaid Internship (10 - 15 hrs/wk)

REPORTS TO: Training Director

PRIMARY RESPONSIBILITY: The Volunteer Training Intern will assist with duties and tasks related to volunteer pre-service and in-service training as assigned by the Training Director.

ESSENTIAL FUNCTIONS:

1. Assist Training Director with obtaining all necessary paperwork from prospective volunteer.
2. Assist with scheduling background checks.
3. File background checks, references and homework assignments as they are received.
4. Helps maintain advocate checklist and keeping advocates aware of what information has been received and what is still needed.
5. Assist the Program Assistant with ordering dinner from appropriate vendor, confirming dinner on the day of, and ensures they receive an In Kind Form if necessary as well as Thank you notes.
6. Provides reminders to speakers, ensures they receive a Thank you note
7. Assists with printing of Oaths, Certificates and Advocate Badges
8. On weeks in which the volunteer intern is working, submit a weekly timesheet to the Executive Assistant.

SECONDARY FUNCTIONS:

1. Additional duties as required.

MINIMUM EDUCATION:

1. Bachelor's degree or current enrollment in a college or university setting seeking a degree in a related field.

MINIMUM EXPERIENCE:

1. Prior experience with training, event management, social work, public relations or marketing preferred.
2. Previous volunteer or internship experience preferred.
3. Clear criminal background required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Excellent attention to detail.
2. Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills.
3. Able to make decisions in a changing environment and anticipate future needs.
4. Self-starter with minimal guidance required.
5. Strong written and oral communication skills.
6. Highly organized.

7. Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with a diversity of individuals.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

Please submit your resume directly to Mary Jane Ritchey, Training Director at maryjaner@casaofthesouthplains.org

ACKNOWLEDGEMENT:

I have read and understand this job description. My signature below indicates my agreement to perform required duties and to meet organization goals and metrics.

Signature

Date