

CASA OF THE SOUTH PLAINS, INC. - JOB DESCRIPTION

TITLE: VOLUNTEER RECRUITMENT INTERN

CLASSIFICATION AND STATUS: Unpaid Internship (12-15 hrs/wk)

REPORTS TO: Recruitment Director

PRIMARY RESPONSIBILITY: The Volunteer Recruitment Intern will assist with volunteer recruitment events and increasing CASA's overall volunteer base. This includes the Recruitment of 100 new volunteers per calendar year.

ESSENTIAL FUNCTIONS:

1. Assist in the establishment and management of all recruitment events including CASA 101 information sessions hosted at least three times a month.
2. Assist with coordinating recruitment events and presentations.
3. Assist with database management of prospective volunteer information.
4. Establish presentation opportunities for CASA by researching community partners and creating collaborative opportunities.

SECONDARY FUNCTIONS:

1. Assist in creating marketing materials for Recruitment events and presentations.
2. Collaboration with Development and Training departments of CASA to maximize awareness in the community.

MINIMUM EDUCATION:

1. Current enrollment in a college or university setting seeking a degree in public relations, mass communications, or a related field is preferred.

MINIMUM EXPERIENCE:

1. Experience with event management preferred.
2. Experience in database management preferred.
3. Well versed in Microsoft Office Suites.
4. Clear criminal background.

KNOWLEDGE, SKILLS & ABILITIES:

1. Excellent attention to detail.
2. Creative and thoughtful on how new media technologies can be utilized.
3. Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
4. Able to make decisions in a changing environment and anticipate future needs.
5. Self-starter with minimal guidance required.
6. Strong written and oral communication skills.

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. Occasionally events are also held outdoors.

The noise level in the work environment is usually moderate.

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