

CASA OF THE SOUTH PLAINS, INC. - JOB DESCRIPTION

TITLE: VOLUNTEER RECRUITMENT INTERN

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

REPORTS TO: Recruitment Director

PRIMARY RESPONSIBILITY: The Volunteer Recruitment Intern will assist with increasing CASA's volunteer recruitment events and overall volunteer base.

ESSENTIAL FUNCTIONS:

1. Assist in the establishment and management of all recruitment events including CASA 101 orientations.
2. Design cohesive recruitment materials to solicit a diversity of prospective volunteers.
3. Plan and implement one time volunteer opportunities to introduce prospective volunteers to CASA.
4. Assist with coordinating volunteers for all recruitment events.
5. Establish presentation opportunities for CASA.
6. Design marketing material to recruit volunteers and donors.
7. Additional duties as required.

SECONDARY FUNCTIONS:

1. Additional duties as required.

MINIMUM EDUCATION:

1. Current enrollment in a college or university setting seeking a degree in public relations, mass communications, graphic design, marketing, or advertising preferred.

MINIMUM EXPERIENCE:

1. Prior experience with public relations or marketing preferred.
2. Preferred experience with event management.
3. 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.
7. Highly organized.
8. Able to work collaboratively in a team environment.

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.

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