

San Antonio Food Bank

Job Description

Status: Unpaid Internship

Position Title:

Volunteer Services Intern

Accountable to:

Volunteer Scheduling Coordinator

General Description: Join the Volunteer Services team within the Development Department and learn how to run a volunteer program and schedule volunteers for a complex matrix of volunteer opportunities.

Responsibilities:

- Greeting and briefing volunteers at the start of each shift
- Maintaining the volunteer database, contribute to scheduling, and confirming shift numbers under the direction of the Volunteer Scheduling Coordinator
- Perform a variety of tasks including data entry, answering phone calls from the general public, research possible volunteer groups, and covering the volunteer reception desk.
- May assist with helping run volunteer projects on an as needed basis.
- Other duties as assigned.
- To comply with and abide by all personnel policies and accept all additional duties as assigned by the Director of Community Investments, Corporate Giving Manager, and Food & Fund Drive Coordinator

Qualifications:

The ideal candidate will be able to dedicate 12 hours a week on Mondays, Tuesdays, and/or Wednesdays to working with the Volunteer Services team. Although this internship is not paid, this internship will provide the relevant and practical skills to pursue an entry-level job in fundraising.

- Upperclassman pursuing a bachelor's degree, recent graduate, or student pursuing a master's degree
- Excellent written and verbal communication skills
- Excellent skills in computer applications i.e. Microsoft Office package and database management
- Good judgment and discretion
- Ability to work independently with minimal supervision
- Ability to organize work, time, and self
- Orientation to detail, accuracy, and the meeting of deadlines
- Ability to work cooperatively with other Food Bank staff and volunteers
- Ability to present a professional demeanor under a variety of conditions

Physical Demands

While performing the duties of this job, the intern is required to stand, walk, sit, handle, or feel objects, tools, or controls; reach with hand and arms; talk and hear. Employee must occasionally lift and/or move up to 50 pounds.

These statements are intended to describe the general nature and levels of work to be performed and are not intended to be an all-inclusive list of responsibilities and duties.