



## Volunteer Services Intern Job Description

**Purpose/Objective:** Urban Ministries of Wake County is supported by hundreds of volunteers, interns, and donors annually. Volunteer Services manages the volunteers and interns as well as collaborates with all departments on donations, growth metrics, and new initiatives to further drive the mission of Urban Ministries forward. As a Volunteer Services Intern, you will get a firsthand look at the operational measures it takes to run a non-profit business. You will gain managerial and advanced computer literacy skills and you will have a chance to grow your community outreach knowledge while diving deeper into the world of social reforms.

**Location:** UMWC 1390 Capital Blvd. Raleigh, NC 27603

**Key Responsibilities:** (Includes but not limited to)

- Assist with new volunteers/interns: giving tours, answering questions, processing applications.
- Assist with volunteer/intern appreciation events and tasks.
- Participate in recruitment of new volunteers/interns (researching target areas, developing communication material, etc.)
- Make phone calls, print documents, and reply to department emails when necessary

**Skills & Interests:** This internship is perfect for someone majoring in business or communications. Also anyone studying or looking to learn more about humanitarian crisis efforts and non-profit business structure.

**Time Commitment:** The intern will work 5-8 hours per week (Monday-Thursday) between the hours of 9am and 5pm. The exact schedule is flexible based upon the applicants availability.

**Intern Supervisor:** Urban Ministries staff member: Volunteer Specialist