

HEART OF FLORIDA UNITED WAY (HFUW)
INTERN POSITION DESCRIPTION

TITLE: Intern, Volunteer Solutions Specialist
REPORTS TO: Volunteer Resource Center Coordinator
DEPARTMENT: Community Services
FLSA: Non-paid, 20 hours per week; schedule flexible

POSITION OBJECTIVE:

Working under the general supervision of the Volunteer Center Coordinator, the intern will work with staff to keep the Volunteer Solutions (VS) website current, accurate and relevant for use by the community and local nonprofit agencies. Primary duties include data entry, as well as e-mail and phone communications with agencies. Intern will also be responsible for agency site visits and training agency volunteer managers on the VS program. Position requires professionalism, accuracy, strong writing skills and computer proficiency.

PRIMARY JOB RESPONSIBILITIES/DUTIES:

- Communicating with agencies via telephone, e-mail and Internet to update VS website to ensure information is accurate
- Visiting agencies to train volunteer managers and others on VS program; may include conducting workshops or presentations
- Working with HFUW Volunteer Resource Center staff to share new information
- Representing the Volunteer Resource Center at volunteer fairs
- Performing other duties as assigned

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Working toward a bachelor's or master's degree
- Excellent written and verbal communication skills, as well as a demonstrated ability for public speaking
- Experience with Microsoft Excel, Word and Internet
- Ability to manage various responsibilities while working independently or with team
- Reliable transportation

PHYSICAL DEMANDS:

Physical demands include sitting and/or standing for extended periods of time, bending, lifting approximately 20 pounds, regularly moving between building and floors, and traveling to outside meetings. Job involves frequent public contact, as well as extended concentration.

If you have questions or need further information, please contact Katie Smith, United Way Volunteer Resource Center Coordinator, at 407-849-2372 or e-mail Katie.smith@hfuw.org.