



Human Resources & Volunteer Management Intern

Position Description

DENVER SCHOLARSHIP FOUNDATION

Denver Scholarship Foundation (DSF) is seeking a Human Resources & Volunteer Management Intern to join our team. We are looking for a passionate, driven individual who desires to excel within an evolving organization. When you join the DSF team, you will enjoy a supportive, dynamic, and innovative environment where your work makes an impact. As an organization, DSF strives to be a leader in the community by embodying the values of equity, innovation, leadership, learning, relationships, and integrity in everything that we do. If you do too, then we invite you to join us and help make college possible for Denver's students.

DSF is a nonprofit organization whose mission is to inspire and empower DPS students to enroll in and graduate from postsecondary institutions of higher education, by providing the tools, knowledge and financial resources essential for success.

PURPOSE OF JOB: This position is a non-paid internship within the administrative department of the Denver Scholarship Foundation. The Human Resources & Volunteer Management Intern assists the Director of Human Resources and the Volunteer Manager in researching and co-developing program elements to support the Denver Scholarship Foundation as DSF grows in staff and volunteers.

OPPORTUNITIES:

May include but are not limited to:

- Research best practices and support in designing professional development and staff retention programs
- Prepare documentation and support HR team in creating employee portal and employee files
- Assist in conducting volunteer file updates and reorganization
- Prepare volunteer orientation folders with the necessary documents for successful volunteer onboarding and compliance
- Create profiles for volunteers and input volunteer demographics onto constituent relationship management systems such as Raiser's Edge
- Research and identify key volunteer recruitment avenues for different organizational volunteer placement needs
- Assist in coordinating volunteer appreciation efforts
- Conduct various research projects in connection with specific DSF volunteer management or program development needs
- Co-develop evaluative systems for the volunteer program such as an intern interview evaluation rubric and orientation survey

QUALIFICATIONS:

- Passion for the Denver Scholarship Foundation's mission and values
- Interest in working with volunteer and human resources data
- Positive attitude and a sense of humor
- Willingness to complete a wide-variety of tasks
- Strong attention to detail
- Experience with google documents, Microsoft Word, and other computer applications
- Reliable, responsible, and punctual
- Excellent organizational and communication skills

TIME COMMITMENT:

- 5-10 hours a week
- Fall internship with the potential for continuing

BENEFITS:

- Benefit from working at one of Denver Post's Top Workplaces (#4): a warm, friendly, equity-focused and diverse organization.
- Gain workplace experience in Human Resources and Volunteer Management in the areas of: recruitment, screening, orienting, retention, appreciation, and professional development.
- Enhance the capacity of the whole organization through serving its employees and volunteers.
- Assist in designing programs for compensation strategy, leadership development, performance management and policy formation.
- Learn about best practices in survey design and employee and volunteer engagement.
- Shadow the Volunteer Manager and/or the Director of Human Resources in meetings with key stakeholders.
- Gain experience with Raiser's Edge and/or Salesforce, constituent resource management software systems, utilized throughout the non-profit sector.
- Attend gatherings with the opportunity to network with individuals and organizations in the higher education and/or nonprofit sector, as appropriate opportunities arise.
- Grow inspired by DSF's Scholars and Alumni at workshops, events, and through other volunteer opportunities.

CONTACT: Complete the volunteer application on our website at denverscholarship.org/get-involved/volunteer including the title "Human Resources and Volunteer Management Intern" in the designated internship question block.

The process:

Application: 10-15 minutes

Phone Screening: 30 minutes

Interview with onsite supervisor: 1 hour

Background Check: 5 minutes

Volunteer Orientation: 1 hour

For questions contact Caryn Oppenheim, volunteer manager, at coppenheim@denverscholarship.org or 303.640.6567