



# **Volunteer Program Intern** **Position Description**

**TITLE OF POSITION:** Volunteer Program Intern

**PURPOSE OF JOB:** This position is a non-paid internship within the administrative department of the Denver Scholarship Foundation. The volunteer Program Intern supports the Volunteer Manager with volunteer data input and with the opportunity to co-develop program components of the Denver Scholarship Foundation's budding volunteer program.

**ROLES & RESPONSIBILITIES:**

May include but are not limited to:

- Prepare volunteer orientation folders with the necessary documents for successful volunteer onboarding and compliance
- Track volunteer data such as orientation attendance, contact information, and other key information
- Create profiles for volunteers and input volunteer demographics onto constituent relationship management systems such as Salesforce
- Research and identify key volunteer recruitment avenues for different organizational volunteer placement needs
- Assist in conducting volunteer filing and cleanup
- Develop physical and electronic volunteer files for each onboarding volunteer
- Assist in planning 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

**QUALIFICATIONS NEEDED:**

- Passion for the Denver Scholarship Foundation's mission, vision, and values
- Interest in working with volunteer data
- Positive attitude and 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:**

- 6+ month time commitment
- 1 occurrence a week or bi-weekly for 2 hours each day with the potential for increasing hours and days as the program grows

**BENEFITS:** This internship offers the opportunity to learn volunteer management best practices and program development tools and approaches from recruiting and screening volunteers to program evaluation. The individual in this role will enjoy working with data while also benefiting from working within a warm, friendly, equity-focused and diverse office culture at a growing and reputable organization. The Volunteer Program Intern will receive training on relevant platforms such as Verified Volunteers and Raiser's Edge/Salesforce. Denver Scholarship Foundation staff invites committed interns to staff and partner gatherings to network with individuals in the higher education and/or nonprofit sector as appropriate opportunities arise.

**PARKING:** Unfortunately parking cannot be provided. Volunteers are encouraged to take public transportation or find low-cost parking options downtown. Our building is surrounded by metered parking and visitors can occasionally locate two hour free parking nearby.

**CONTACT:** Fill out the Volunteer Application on our website at <https://denverscholarship.org/get-involved/volunteer/>.

Please include "Volunteer Program Intern" in the designated internship question block in the Volunteer Application. For questions contact Caryn Oppenheim, Volunteer Manager, at [coppenheim@denverscholarship.org](mailto:coppenheim@denverscholarship.org)