

Volunteer Intern Position Description

Position Title:	Volunteer Coordinator Intern
Position Location:	Spokane, WA
Department/Division:	Church and Community Engagement (CCE)
Job Title of Supervisor:	Volunteer Coordinator
Length of Opportunity:	Minimum time commitment: 10 weeks Maximum time commitment: 32 weeks
Number of Positions Open:	1

General Function: This internship is great for anyone who has great organizational skills and would like to learn more about connecting the community with refugees.

Specific Job Duties:

- Respond to inquiries wanting more information about volunteering at world relief, including the various volunteer roles and the onboard process.
- Read volunteer applications to assess those whose skills and availability match client needs.
- Facilitate and record background check information
- Relay information to volunteers about logging hours and record hours logged.
- Other duties include organizing folders, creating and updating excel spreadsheets, and assisting in matching volunteers with clients.
- When/if available to do so, interns may be asked to meet clients in their homes to facilitate introductions between volunteers and clients.

Knowledge, Skills, & Abilities:

- Competent in the use of Microsoft Office
- Initiative, high sense of responsibility and ability to plan, train, organize, while working within difficult cultural and physical environments
- Ability to work with minimum supervision and to deal with problems and issues both promptly and efficiently
- Ability to communicate clearly, both orally and in writing
- Flexible / motivated team player

Experience Preferred:

- Cross-cultural experience



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