



## Volunteer Services Intern

**BACKGROUND:** Inter-Faith Food Shuttle is a food bank, and a member of the Feeding America network. The Food Shuttle recovers and distributes over 12 million pounds of food per year. We FEED our neighbors, TEACH self-sufficiency, and GROW healthy foods by cultivating innovative approaches to end hunger.

**SCOPE OF WORK:** The Volunteer Services Intern works with the Volunteer Services Team on the core tasks related to volunteer engagement - recruitment, retention, and recognition. The focused goals include the following:

- Become proficient in utilizing the Volunteer Management System, Galaxy Digital.
- Create and refine pre-existing target lists to assist with recruitment for the volunteer programs.
- Assist with creating graphic collateral for engagement.

**LOCATION:** 1001 Blair Drive, Raleigh, NC

### RESPONSIBILITIES:

- Assist with monitoring volunteer schedules
- Assist with compiling data for volunteer metrics
- Assist with the supervision and operation of the Front Desk, answering questions about the organization, transferring calls, and helping direct people in need of hunger assistance
- Assist in volunteer outreach to grow volunteer base in outlying counties
- Create content and assist with volunteer engagement and appreciation projects
- Assist the Volunteer Services team to develop and implement goals and objectives for the volunteer program that reflect the mission and the needs of the organization
- Attend team meetings and routine check-ins with supervisor
- Attend at least one meeting or workshop related to professional development
- Prepare a brief end of term presentation reflecting on internship
- Other duties as assigned

### REQUIREMENTS:

- Excellent interpersonal relations skills: the ability to work effectively with volunteers in a cross cultural, multi-disciplinary environment
- Solid organizational skills with the ability to manage multiple tasks, set priorities, effectively manage time and meet deadlines, while working independently and with a team
- Interest in developing and providing orientations and trainings
- Strong writing and communication skills
- Proficient in Microsoft Office Suite
- Minimum age 18

### LEARNING OBJECTIVES:

- Develop knowledge of the basics of volunteer management.
- Develop skills in designing and creating engagement materials, at least to a final draft level.

- Develop knowledge of the Food Shuttle mission and programs and of the network of efforts to end hunger.

**TIME COMMITMENT:**

- 8-15 hours per week, to be determined during interview
- Monday – Friday, in Raleigh office
- 3 – 4 month internship based on the Spring, Summer, and Fall semesters (Jan – April, May – August, August – December)

To Apply: Submit an application, resume and cover letter to Susan Meador, Volunteer Services Director, [susan@foodshuttle.org](mailto:susan@foodshuttle.org)