



VOLUNTEER AND EVENTS INTERNSHIP

Position Description:

The volunteer and events intern is responsible for assisting with both volunteer services and event management. YSS utilizes the generously donated time and talents of volunteers, and volunteer services exists to efficiently screen, place, support and recognize individuals who choose to become involved. The events side of the job involves assisting the Director of Marketing and Communications with planning and executing events ranging from internal office functions to the holiday party. It will also involve working on our holiday giving project for children in the community.

Location:

Jacobson Center, 420 Kellogg Ave, Ames, IA 50010

Job Duties:

- Assist with and participate in YSS programs, events, and activities
- Manage the holiday giving program serving 600-700 youth
- Assist with planning and organizing YSS special events
- Assist with recruiting and screening of all volunteers according to established YSS procedures
- Maintain regular communication with each volunteer program supervisor at YSS
- Enter and maintain appropriate records on each volunteer
- Run reports tracking volunteer hours
- Assist with recruitment of interns
- Present volunteer orientation once a week
- Attend Community Engagement Team meetings and other meetings as necessary
- Assist with other office organization duties, including filing and data entry
- All other duties as assigned

Qualifications:

- Access to reliable transportation
- Self-starter, flexible, takes initiative, and capable of getting things done with little supervision
- Excellent written, verbal, and interpersonal communication skills
- Excellent attention to detail. Must be detail oriented.
- Experience with Microsoft Word, Excel and Outlook required
- Experience with Google Docs preferred
- Interest in working with people (i.e. volunteers, donors, community members), and the ability to reach out and communicate over the phone, in person, and through e-mail
- Ability to work both independently and as part of a team

VOLUNTEER



FRANCIS LAUER
A YSS ORGANIZATION

Training & Supervision:

- Intern will work as part of the Community Engagement Team and will be under the direct supervision of the Volunteer Coordinator and Director of Marketing and Communications
- Must attend an orientation to cover YSS policies regarding confidentiality, drug-free work environment, and child abuse reporting
- Will be invited to attend any YSS all staff trainings that are available during your time with us
- Attend regular supervisory meetings

Time Commitment/Requirements:

- May 13, 2019-December 13, 2019. You must be able to work both summer and fall. Start and end dates are somewhat flexible.
- 12-20 hours per week (depends on your needs and schedule)
- Monday – Friday, 8:00am – 5:00pm
- Must report hours to Volunteer Coordinator weekly

How to Apply:

- Fill out an intern application by going to <http://www.yss.org> and clicking on “Get Involved > Give Time and Talent”.
- A background check is required for all internships.
- Questions should be directed to the Volunteer Coordinator:

Sarina Flathers

YSS Volunteer Coordinator

420 Kellogg Ave, Ames IA, 50010

volunteercoordinator@yss.org

515-233-3141 Ex. 4476

YSS provides hope and opportunity by putting kids first. Learn more at yss.org.