Volunteer Management Internship

Overview:
Are you looking to gain valuable management experience in a fun and dynamic setting? The Volunteer Management Intern will help recruit, interview, train, and supervise volunteers, while also learning about important environmental and conservation issues.

The Volunteer Management Intern will gain a greater knowledge and understanding of the needs required for managing and maintaining a volunteer program with over 1,000 volunteers. The intern will lead group volunteer projects, assist with coordinating volunteers during special events, learn to use volunteer management software, and participate in volunteer recruitment, screening, orientation, training, and retention. Although the internship is unpaid, the wide variety of teaching opportunities and educational training provides the Volunteer Management Intern with an exciting array of new skills and experiences relevant to the psychology, business, management, education, biology, and conservation fields.

Duties:
• Assist with recruitment and training of new volunteers
• Coordinate and work with groups for large one-time projects and Volunteer Days
• Help coordinate volunteers for special events
• Research new outreach opportunities and attend outreach events
• Utilize the volunteer management database and update records
• Complete and present an intern project
• Other tasks as assigned

Qualifications:
• Currently working towards a degree in psychology, business, education, biology, environmental studies or related discipline or recent graduate
• Available for 15-20 hours per week for at least 3 months
• Occasional evenings and weekends required
• Have reliable transportation to and from the Virginia Zoo in Norfolk, VA

Benefits:
• Continuing education opportunities relating to zoo animals, conservation, customer service, and other topics
• Experience in a fast-paced, dynamic work environment
• Development of leadership, management, and public speaking skills

To Apply:
Email your resume, cover letter, and transcript (unofficial is acceptable) to kate.reichert@norfolk.gov.