

TYLER ARBORETUM VOLUNTEER DEVELOPMENT INTERN JOB DESCRIPTION -- SUMMER

Application Deadline: May 1, 2017. Interviews will commence as suitable applicants are identified.

PURPOSE: To gain working knowledge of the operations of a nonprofit Development office, including activities related to database management, membership, annual fund, and special events.

TYPICAL ASSIGNMENTS:

- Learn and participate in the weekly and monthly duties of the Development office (i.e. data entry and clean up, acknowledgement, promotion, strategy creation, and reporting)
- Collect ideas for ways to fine tune the department's messaging and processes
- Contribute to the making of a procedures manual to document the department's processes

QUALIFICATIONS/SKILLS:

- Detail oriented
- Interested in learning about the technical aspects of Development, including systems and database management
- Comfortable with using a computer and able to learn new computer skills
- Able to think critically, ask questions, and brainstorm ideas
- Able to engage with visitors/members in a friendly manner
- Able to work well independently, as well as part of a team
- Able to commit to a minimum of 7.5 hours per week
- Able to handle sensitive information with strict confidentiality
- Willing to volunteer at specified special events, which may be on weekends/weeknights

EXPECTATIONS:

- Maintain strict confidentiality
- Pass Criminal background check
- Report as scheduled. Sign in and out, and record code (INT) on your volunteer hour sheet. Notify the supervisor via email in advance if you are unable to keep your commitment.
- Dress for presenting to the general public: clothing should be without logo and be well kept.
- Follow instructions from your supervisor. Ask what you need to know to complete your assignments. Communicate openly with your supervisor to build productive working relationships. Be sure to mention physical limitations and safety concerns.

TRAINING AND DEVELOPMENT: The Development Intern will learn through person-to-person and online training, guided by the supervisor.

DATE DRAFTED: 01/31/17