



## **Special Activity Coordinator** **Volunteer/Internship Position**

### **AGENCY DESCRIPTION:**

AFFEC is a nonprofit organization located in Eugene, Oregon. AFFEC's mission is to find loving and permanent families for every waiting foster child.

### **JOB SUMMARY:**

AFFEC is looking for somebody to help mentors and mentees with community service and other special projects.

### **INTERN RESPONSIBILITIES:**

Under supervision of the mentor director, the intern will:

- Help mentor/ mentee with special projects
- Coordinate setting up sites and materials for them
- Coordinate quarterly community service projects for the mentors/mentees to do together

### **SKILL/QUALIFICATIONS REQUIRED:**

- Able to reach out into the community to find community service projects our mentors/ mentees would enjoy
- Be creative and willing to find locations for projects
- Well organized with attention to details and ability to carry out tasks independently
- Ability to meet deadlines

### **EXPERIENCE OR SPECIAL SKILLS REQUIRED:**

Creativity and the ability to set up special projects for mentors/ mentees.

### **SCHEDULE:**

3 hours per week

Minimum of 2-

### **CONTACT:**

Coordinator at [info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org) or 541-343-2856

Volunteer