



**A Family For Every Child**  
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## **Volunteer Coordinator Assistant Internship Job Description**

**Position:** Volunteer Coordinator Internship

**Reports to:** Volunteer Coordinator

*A Family For Every Child is a non-profit, 501(c)3 child welfare organization. Our mission is to find loving permanent homes for all waiting foster children.*

### **Scope of Position**

This position provides administrative support to the Volunteer Coordinator at A Family For Every Child (AFFEC). This position requires providing outstanding service to: prospective volunteers and community partners, via phone, correspondence, and in person.

### **Responsibilities**

#### **Volunteer Coordinating**

This position may encompass some or all of the follow duties:

- ❖ Posting/Recruiting Volunteers to Craig's list, 211, United Way, and University listing websites, among other volunteer recruitment and social media websites. Speaking and outreach in the community for volunteers.
- ❖ Update and edit job descriptions which may or may not include merging or eliminating old job descriptions or creating new job descriptions.
- ❖ Assist in training, recruiting, and appreciation of duties and time spent.
- ❖ Always looking for ways we can use Volunteers and the gifts/skills they offer.
- ❖ Receiving first notice of volunteers-Being first contact, documenting and updating in Salesforce, building all files needed. Directing to appropriate program or process.
- ❖ Build corporate and business partnerships for volunteers and locate Opportunities for Employee's to serve volunteer hours.
- ❖ Connecting with all programs and communicate with them about their volunteer needs.