



# Heart Gallery Faith Based Host

*A Family For Every Child/ Heart Gallery*

*Heart Gallery*

## Intern/Volunteer Job Description

### AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in the Oregon.

AFFEC'S mission is to finding loving, permanent families for every waiting foster child.

### JOB SUMMARY:

Our Heart Gallery photos are on display each month at a different local church. Sunday morning greeters are needed to attend the display where the display is showing. Duties include: directing viewers to the Heart Gallery literature, making sure the exhibit is in good order, and noting any questions to be passed on to AFFEC employees, etc.

### INTERN RESPONSIBILITIES:

Under the supervision of the Heart Gallery Director, Heather Smith, the intern will:

- Directing viewers at the church to Heart Gallery literature
- Make sure exhibit is in good order
- Making sure any questions are passed on to AFFEC employees

### EDUCATION NEEDED:

### SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations

### PERSONALITY BEST SUITED FOR THIS POSITION:

### EXPERIENCE OR SPECIAL SKILLS DESIRED:

### SCHEDULE:

Minimum commitment: 2 – 3 hours a week on Sundays

1 – 4 Sundays per month

CONTACT: Heather Smith, [heather@afamilyforeverychild.org](mailto:heather@afamilyforeverychild.org), 541-343-2856

ASSIGNED TO \_\_\_\_\_

DATE ASSIGNED \_\_\_\_\_

DATE ENDING/COMPLETED IF ONE \_\_\_\_\_