



# Special Activity Coordinator

*A Family For Every Child/ Heart Gallery*

*Mentor Program*

**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:

Helping mentors/mentees with special projects and community service projects

## INTERN RESPONSIBILITIES:

Under the supervision of the Mentor Director, Heather Smith, the intern will:

- Will help mentors/mentees with special projects
- Coordinate Setting up sites and materials for the mentors/mentees
- Coordinate quarterly community service projects for the mentors/mentees to do together

## EDUCATION NEEDED:

## SKILLS/QUALIFICATION 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 detail and ability to carry out tasks independently
- Ability to meet deadlines

## PERSONALITY BEST SUITED FOR THIS POSITION:

## EXPERIENCE OR SPECIAL SKILLS DESIRED:

Creative and able to set up special projects for mentors/mentees. Examples are: art projects, videography

## SCHEDULE:

Minimum commitment: 2 to 3 hours per week

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

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

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

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