

Position Title: Volunteer Resources Intern

Position Location: World Relief Modesto

Department/Division: Community Engagement

Hours per week: 5-10 hours per week

Primary Focus: Recruiting, Processing and Managing Volunteers, Assist with volunteer appreciation events.

Position Summary:

The Volunteer Resources Intern will gain exposure to standard non-profit volunteer management practices and a general understanding of the refugee resettlement process. The intern will assist the volunteer coordinator in recruitment, screening, training, development and appreciation, events, sourcing research and other administrative duties related to the volunteer program.

About World Relief Modesto:

WR Modesto has been open in the Central Valley community of California since 1996, and is an affiliate of the broader international network of World Relief, the humanitarian arm of the National Association of Evangelicals. We seek to empower the local church to serve the most vulnerable. WR provides wrap-around, holistic services to refugees and immigrants. Our office relies heavily on volunteers to assist general resettlement needs, immigration assistance and to walk alongside new families as they begin to settle into their new community. Ongoing recruitment of volunteers is of great importance to the success of our new families.

Job Duties (When event is scheduled):

Appreciation

- Assist in the development and implementation of a volunteer appreciation event

Recruitment:

- Identify new sources for volunteers and interns and update current database
- Assist with creation and distribution of marketing materials.
- Help coordinate a volunteer recruitment event (Friendship Partner Interest Meeting).
- Screen volunteer applicants by contacting references.
- Follow up with volunteers as needed by phone and e-mail.
- Track and log volunteer hours in database.
- Other duties as assigned.

Appointment Advocacy Assignments:

- Contact volunteers to assist new refugee families with transportation to appointments.
- Educate volunteers with the expected enrollment process at each appointment.