



Volunteer Assistant Coordinator Intern

The DoSeum's vision is to be a premier learning resource that helps develop innovative thinkers capable of meeting the challenges of the 21st century. Our mission is to grow minds, connect families and transform communities through joyful learning and discovery.

Position Overview

The Volunteer Assistant Coordinator Intern works closely with the Volunteer Services Coordinator and Human Resources Department to manage volunteers, implement programming/training, and maintain volunteer records.

Responsibilities include, but are not limited to:

- Participating in training to gain working knowledge of The DoSeum.
- Management of volunteers (individual and group volunteers).
- Implementing new program and policies for volunteers.
- Assisting with new Discovery by DOing Youth Program for Summer.

Ideal Candidate Attributes and Key Qualifications:

Detail oriented and organized.

Can work independently with limited direction.

Experience working with individuals of all ages.

Willingness to learn.

Able to multitask and be flexible with changes.

Positive, professional attitude around children and adults.

College Student, Seniors in High School will be considered.

Available May-late August, dates flexible.

Job Requirements:

- Will assist with volunteer procedures and policies program development and updates.
- Organizing and updating files.
- Assist with management of volunteers, including interviews, orientation, scheduling and trainings.
- Familiarity with Microsoft Office applications.
- Familiarity with Give Pulse volunteer management website, preferred, but not mandatory.

- Flexible schedule, available weekdays and weekends.
- Be able to work at least 20-25 hours a week.

How to Apply

Visit www.thedoseum.org/internships and download Internship Application. Once completed, email application, resume and cover letter, to internships@thedoseum.org. Please be sure to write "Volunteer Assistant Coordinator Intern" in the subject line of your email.

The above statements are intended to describe the general nature of work performed by the Volunteer Assistant Coordinator Intern. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. The DoSeum is an equal opportunity employer.