



Semester/Year: Spring, 2008

Number of Open Positions: 1

## Volunteer Job Description – Intern or Practicum Student

**Request Date:** 2/6/2008

**Target fill date:** 5/30/2008

**Job Title:** Development Intern

**Objective:** To assist the Development Coordinator with outreach and coordination of Festival of Nations support programs (sponsorships, commercial booths, etc.) and donation programs benefiting the refugee clients of the International Institute

**Department:** Administration

**Volunteer Supervisor:** Shawna Brinson

**Location:** International Institute

**Time commitment:** 3-4 hours weekly (flexible for more as available) throughout summer, must be available daytime August 22-24 during Festival in Tower Grove Park.

**Responsibilities:** Online and print research, making phone calls and copies regarding support/details for participation in Festival of Nations, assisting with mailings and other clerical tasks, and sorting/organizing/transporting materials (including t-shirts and information) for Festival of Nations and donation programs.

**Qualifications:** At least 18 years of age, comfortable dealing with the public on phone and in person, flexibility to handle variety of clerical and manual tasks (sometimes dirty, but no very heavy lifting), experience or demonstrated interest in non-profits and community events.

**Training Requirements:** New volunteer orientation

**Benefits to Volunteer:** Experience in event support/planning/execution and learning about the needs of our agency as well as the diverse community that we serve.

Volunteer Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_  
Date: \_\_\_\_\_