



## **Volunteer Management Intern** Job Description

### **Volunteer Reports To: Volunteer Program Manager**

**Summary:** The Volunteer Management Intern is responsible for screening, placing and processing new volunteers in the volunteer program.

### **Essential Duties and Responsibilities:**

- Screen and place new volunteer applicants
- Process applications by putting them in RE and making sure they have all necessary paperwork filled out
- Send welcome letters
- Update Committee lists
- Update tracking forms
- Research collaborative organizations for their volunteer needs
- Other duties as designed

### **Requirements:**

- Excellent communication skills, both written and verbal
- Able to work independently
- Good organization skills
- Attention to detail

### **Benefits:**

- Knowledge that you are working as a team to provide an opportunity for breast cancer survivors and friends to receive important information on breast cancer health
- Tri-met/MAX tickets

***We can't do it without you!***