



Intern Position: Volunteer Services Intern

Location: Central Pennsylvania Food Bank - Harrisburg, PA

Reporting Relationship: Volunteer and Front Warehouse Manager

FLSA Status: Non-paid Internship

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Approved By: Lisa Kreider

Approved Date: January 2020

Position Summary: The Volunteer Services Intern will work under the guidance and direction of the Volunteer Services team to become familiar with the operations of the Central Pennsylvania Food Bank (CPF) and to assist in the overall management of the volunteer program.

Learning Objectives and Goals:

- Assign work and projects to the volunteers.
- Move and position supplies to support volunteer operations.
- Maintain volunteer records and reports.

Functions and Responsibilities:

- Coordinate day-to-day activity of volunteers throughout the CPF building.
- Assist in orientation and training of new volunteers.
- Assist in developing and implementing volunteer project policies, procedures, and inventory controls.
- Help project volunteers with questions and direction and ensure volunteers have a positive and productive experience.

Other Duties:

- This intern description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the internship. Duties, responsibilities, and activities may change at any time with or without notice.

Education:

Internship is open to current freshmen through seniors working toward a Bachelor's degree in sociology, non-profit management, human resources or hospitality with a minimum overall GPA of 3.0.

Knowledge, Skills and Abilities:

- Strong organizational and communication skills with keen attention to detail.
- Prior supervisory experience required.
- Knowledge of MS Office applications, especially Word.
- Must have reliable transportation.