



Volunteer Position Description

FACETS

Location	Main Office, 10640 Page Ave, Suite 300, Fairfax, VA 22030
Position Title	Volunteer Services Intern
Purpose	Are you Dynamic? Savvy with Microsoft Office? Organized and attuned to detail? All of these qualities are needed to ensure that the Volunteer program runs smoothly by assisting the Volunteer Manager with day to day tasks that allow the volunteer program to flourish.
Key Responsibilities	<ul style="list-style-type: none"> • Updating Volunteer Records • Maintaining volunteer databases • Leading occasional volunteer events • Planning volunteer recognition events with Volunteer manager • Assisting with volunteer training • Update forms and applications • Run volunteer impact reports • Other duties as assigned
Time Commitment	10 – 15 hours a week for the duration of a semester. Occasional weekends as needed.
Supervisor	Volunteer Manager
Qualifications	<ul style="list-style-type: none"> • Minimum age of 21 • Proficient in Microsoft Office programs • Familiarity with Volunteer and Donor Databases • Detail oriented and organized • Strong communication and leadership skills • Availability for the time commitment desired • Outgoing people person • Experience with planning events
Training	Will be provided
Appointed by	Volunteer Manager