

In-Kind Donations Services Internship

Job Summary:

The In-Kind Donations Services Intern will assist in the handling of all incoming and outgoing in-kind donations. This person will be involved with greeting donors in the dock, filling out tax receipts, and other logistics of donations within the Center. In addition, this person will be expected to be involved with a variety of projects, including all major events such as the 9Cares/Colorado Shares Food Drive, Thanksgiving and Christmas Food Distribution, Santa Shop, fund raising events etc. This intern will have an opportunity to work in areas such as the food bank, clothing bank, loading dock, deliveries, warehouse and Beautiful Junk. There will be an opportunity to interview all management staff about their roles in non-profit organizations.

The Action Center's In-Kind Donations Services Coordinator will supervise this intern.

Hours:

Flexible hours can be arranged to meet the needs of both the intern's college schedule and the needs of the Jeffco Action Center. In general hours will be between the hours of 8:30 – 5:00 with occasional evening and weekend special events.

Requirements:

Must be enrolled in a college program and have a strong desire to experience a career in the non-profit sector. Must be able to engage in semi-strenuous physical activity including lifting up to 50 pounds.

Must have excellent communication and organizational skills and be accurate with details. Must relate well to donors, clients, staff and volunteers.

Apply:

E-mail or send you resume and cover letter to:

Ann M Vorick
Manager of Volunteer Programs
Jeffco Action Center
8755 W. 14th Ave.
P.O. Box 150609
Lakewood, CO 80215

e-mail: annv@jeffcoac.org
303-237-7704 ext. 243