



Special Events and Volunteer Coordinating Intern

Job Summary:

The Special Events and Volunteer Coordinating Intern will help run events and manage volunteers. The Jeffco Action Center is a not-for-profit organization serving homeless and near homeless residents of Jefferson County. We rely on over 60 different volunteers a day to run the Center and hundreds to run our Special Events. This position will have an opportunity to learn the art of scheduling and overseeing multiple areas, write to and communicate with both volunteers and potential volunteers, learn the Volunteer Works Database and more. The intern will assist with recruitment of volunteers and community awareness events. The Action Center's Volunteer Coordinator will supervise the Special Events and Volunteer Coordinating Intern.

Hours:

Recommend 10 hours a week. 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 Monday – Friday and Thursdays closing at 7pm with occasional evening and weekend special events.

Requirements:

Must have a desire to experience the fast-paced non-profit world, working with volunteers and special events.

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

Apply:

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

Ann M Vorick
Manager of Volunteer Programs
Jeffco Action Center
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P.O. Box 150609
Lakewood, CO 80215

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