



School Supply Distribution Internship

The Jeffco Action Center is a non-profit organization with a mission of providing an immediate response to basic human needs and pathways to self-sufficiency. We offer a homeless shelter, food bank, clothing bank, medical clinic, Santa Shop, school supplies, personal hygiene items, rent and utility assistance and more to an average of 120 households per day. We serve homeless people and residents of Jefferson County.

JOB SUMMARY:

As the School Supply Intern, you will coordinate the collection and distribution of school supplies to 3,000 homeless and low-income children in Jefferson County. You will have an opportunity to train and supervise a diverse group of volunteers before and during the school supply distribution in August. You will be responsible for coordinating the collection and purchase of school supplies. You must be able to lift boxes of paper and school supplies. You will help manage the distribution of school supplies to families in August.

We are looking for a student with good verbal communications, someone who can organize lots of “Stuff” for school and who wants to gain supervision skills in working with teen and adult volunteers. This person must be able to lift school supplies and paper in boxes. As time permits, you will also receive experience working in a variety of departments of the Action Center.

REQUIREMENTS

- Working toward a college degree in human services, business, liberal arts and other majors.
- Good organizational skills, ability to exercise initiative, judgment and work independently.
- Good communication, organizational and problem-solving skills, ability to exercise initiative, flexibility in managing time and work independently.
- Relate well to clients, volunteers, and staff. Must be a Team Player.
- An awareness of and dedication to human needs.
- Willingness to multi task and work effectively in a fast paced environment.

HOURS: Hours determined by college program and Jeffco Action Center’s need

PHYSICAL DEMANDS

The work will involve normal physical activity associate with office and food/clothing bank environment. Some lifting and related physical activity associated with school supplies will be required.

TO APPLY

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

Ann Vorick
Volunteer Coordinator
Jeffco Action Center
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