



Position Title: Volunteer Services Intern

Department: Volunteer Department, in the main AHC building

Required Commitment Period: Fall Session

Days/Hours: Monday-Friday, flexible schedule, minimum of 12 hours weekly, some weekends and evenings

Start/End Dates: September 10th – December 17th, with the possibility of extension

Application Deadline: August 23rd

General Description

This position is intended to assist the Manager of Volunteer and Intern Services with a variety of tasks depending on projects and events at the Atlanta History Center, specifically those that necessitate adult and youth volunteers. This includes but is not limited to: administrative tasks, scheduling of volunteers, oversight of volunteers during services, delineation of volunteer duties, developing lesson plans and leading youth volunteer meetings, etc.

Key Responsibilities

- General administrative support to the Manager of Volunteer and Intern Services
- Data entry and communication support for Volgistics, the volunteer information center
- Assist in developing lesson plans for youth volunteer meetings
- Assist in leading youth volunteer meetings
- Coordinate 2 community service projects for youth volunteers
- Maintain up-to-date list of volunteer opportunities

Desired Skills and Competencies

- Previous experience coordinating volunteers is a plus
- Strong written and oral communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook
- Flexible and comfortable working in a fast paced environment
- Strong organizational skills: the ability to multi-task and maintain focus, organized
- Able to work and complete tasks under a deadline
- Sensitivity to cultural and artistic diversity

TO APPLY: Interested applicants may submit their resume and cover letter to Volunteer Services at volunteerservices@atlantahistorycenter.com . No phone calls please. This is a non-paid internship.