ATLANTA HISTORY CENTER

Position Title: Volunteer Coordinator Intern

Department: Public Programs

Required Commitment Period: Summer session, 10 hours weekly; 120 hours total.

Start/End Dates: 5/1/26 – 7/24/26

Application Deadline: 04/14/26

General Description:

The position will assist the Manager of Intern & Volunteer services with the planning, coordination, and daily operations of the volunteer program. This role assists with recruiting, onboarding, scheduling, and communicating with volunteers, while helping ensure a positive and meaningful volunteer experience. The intern works closely with staff across various departments to support programs, events, and community initiatives, and gains hands-on experience in volunteer management, nonprofit operations, and community engagement.

Key Responsibilities:

- Assist with maintaining volunteer records
- Support the creation of trainings and new volunteer programs
- Contribute to special projects related to volunteer engagement, program development, and community outreach
- Communicate with volunteers via email, phone, and in person
- Assist on the Juneteenth program day on Friday, June 19, 2026 from 8:30 am—4:30 pm.
- Assist with recruiting & training members of our youth volunteer programs

Desired Skills and Competencies:

- Strong written and verbal communication skills, with the ability to communicate professionally via email, phone, and in person
- Interest in volunteer engagement, community outreach, nonprofit work, or public-facing programs
- Strong organizational skills and attention to detail
- Comfortable working with diverse groups of people and providing customer-service–oriented support
- Basic computer skills and willingness to learn volunteer management systems and internal databases

TO APPLY: Interested applicants may apply online by filling out the application and attaching their resume and cover letter. If you have any questions, contact Volunteer Services at volunteerservices@atlantahistorycenter.com. This is a non-paid internship.