

**Volunteer Coordinator Intern**

**Position:** Volunteer Coordinator Intern

**Reports to:** Volunteer & Guest Services Coordinator

**CMBG Mission:** The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants, and nature through horticulture, education and research.

**Internship Mission:** Prepare college students to enter the field of volunteer management by providing an understanding of the critical role of volunteers in non-profit organizations and an opportunity to learn and apply relevant human resource management skills.

**Academic/Experiential-Learning Nexus:**

Human Resource Management; Volunteer Management; Community Relations

**Position Summary:**

The Volunteer Coordinator Assistant Internship offers hands-on experience in all facets of volunteer management, including recruitment, placement, training, maintenance, and recognition. Nearly 400 volunteers serve Coastal Maine Botanical Gardens in multiple program and special event settings. Under the supervision and mentorship of the Volunteer Coordinator, the Volunteer Coordinator Intern will have the opportunity to:

* Learn best practices for making initial volunteer contacts via multiple communication channels, including face-to-face, letter, email, social media, and telephone.
* Assist with matching and placing volunteers in programs and event-support functions.
* Assist in developing and executing training programs for volunteers.
* Learn and manage computer-based strategies for supporting and managing volunteers.
* Provide updated daily volunteer schedules to Front Desk staff.
* Assist in designing, developing, and implementing volunteer evaluation.
* Learn a range of volunteer recognition strategies employed on a daily/weekly/monthly/annual basis.
* Learn best practices in Guest Services, including working with the Guest Services team.

**Qualifications:**

The successful candidate must have an outgoing personality; computer skills; solid organizational skills; a love for plants, nature, and the outdoors; and an interest in serving the constituencies of CMBG as well as learning more about the Gardens’ environment.

**Summer Schedule:**

40 hours/week, with core hours generally beginning at 9 a.m. and includes one weekend day of work. Internships at Coastal Maine Botanical Gardens begin June 1 with the internship ending at the start of the academic year.

**Send resume to:**

[Employment@mainegardens.org](mailto:Employment@mainegardens.org) .

Coastal Maine Botanical Gardens

Attn: Human Resources

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