

Volunteer Engagement Intern

Reports to: Volunteer Engagement Manager

FLSA: Hourly, non-exempt

Summary: The Volunteer Engagement Internship offers hands-on experience in all facets of volunteer management, including recruitment, placement, training, maintenance, and recognition. This position will prepare college students to enter the field of volunteer management and engagement 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 and marketing sales skills.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- 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 with departments, 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 and weekly volunteer schedules and updates 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.
- Represent the Philanthropy Department at the Admissions Desk one day a week; greeting guests, selling memberships, and assisting all volunteers and visitors.
- Help cover volunteer responsibilities if openings arise.
- Log volunteer hours and information.
- Maintain volunteer records.

Qualifications:

- Outgoing personality; ability to engage visitors
- Computer skills
- Solid organizational and time-management 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

Work schedule:

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

40 hours/week, from 8am-4pm or 9am-5pm. Both Saturday and Sunday are required work days with choice of two consecutive days off. This internship will begin June 1 and run until the start of the academic year.

Physical and environmental factors:

The work is performed both indoors and outdoors, sometimes in inclement weather. The incumbent may stand and walk over unpaved surfaces, sit, and use a computer. Must be able to communicate in English. Occasionally required to lift and carry up to 25 pounds.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

Apply to:

Melissa Glasgow, Volunteer Engagement Manager, at mglasgow@mainegardens.org; review of applications will begin February 28, 2020.

Updated 1/30/2020