



Title: Community Outreach Intern

Reports to: Chief Program Officer

Dates of Internship: May 21 - August 11, 2018

Number of Hours: 20 hours per week

Salary: \$12 per hour

Position Purpose

To further the mission of the Austin YMBL Sunshine Camps by coordinating volunteer activities for summer camp programs and supporting recruitment and community outreach efforts for the Sunshine⁴ Afterschool program.

Essential Job Functions

- Communicate regularly with volunteers about potential opportunities and assignment details.
- Answer inquiries from potential and existing volunteers about the volunteer process, volunteer opportunities, and volunteer assignments.
- Maintain a database of volunteers, contact information, assignments and hours worked for tracking and reporting purposes.
- Be onsite for all events that require volunteers and manage day of event assignments and details with volunteers.
- Ensure events are staffed with required number of volunteers.
- Recognition and thank you to individual and group volunteers.
- Distribution of flyers, applications, and enrollment forms to students, parents and community organizations for the Sunshine⁴ Afterschool program.
- Represent Austin Sunshine Camps at community events to support recruitment efforts of the Sunshine⁴ Afterschool program.

Other Job Duties

- Work with Office Manager to ensure background checks are completed for all volunteers prior to working with children.
- Develop additional recruitment materials as needed for the Sunshine⁴ Afterschool program.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Exceptional verbal and written communication skills with attention to detail.
- Excellent project management skills. Ability to establish priorities, manage time and meet deadlines.

Qualifications

- High school diploma
- Current enrollment at a four-year college or university
- 18 years of age
- An interest in working with youth development programs and low socioeconomic populations

To Apply

Please send cover letter, resume, and three references to info@sunshinecamps.org