



Intern Title		Work Days/Hours	
Volunteer Relations Associate		Tuesday/Thursday 7:30 a.m. – 10:30 a.m. Saturday 7:30 – 12:30 p.m.	
<p>Job Description: The Volunteer Relations Associate will be responsible for coordinating activities at the build site on scheduled mornings. This will include preparing water, snacks, and safety equipment; ensuring all volunteer paperwork is in order; and introducing the organization to volunteers. The intern will also do some data entry work at the Habitat office and will help prepare volunteer reports.</p>			
<p>Employment Status (Paid or Unpaid): Unpaid</p> <p>Internship Length: September 20 – December 3</p> <p>Responsibilities and Tasks:</p> <ul style="list-style-type: none"> • Complete site safety coordinator training; help to maintain personal protective equipment • Help to create an exciting and meaningful experience for volunteers on site by: <ul style="list-style-type: none"> ○ Greeting volunteers ○ Introducing Habitat for Humanity to volunteers ○ Encouraging the use of safety equipment ○ Informally gathering volunteer feedback on site ○ Making a connection from volunteerism to donating • Ensure all volunteers on site have appropriate paperwork on file • Keep track of and organize volunteer paperwork; return volunteer paperwork to Habitat office • Enter volunteer data into database • Help prepare weekly or monthly volunteer reports • Track time spent on tasks and report to volunteer coordinator <p>Qualifications, Skills, and Additional Information:</p> <ul style="list-style-type: none"> • Outgoing personality, ability to communicate verbally with volunteers • Ability to manage several projects simultaneously and meet deadlines • Knowledge of Microsoft Office suite • Students majoring in business or social science who are interested in nonprofit management are encouraged to apply • Construction experience not necessary • Own transportation to the build site and office is necessary; gas mileage may be reimbursed <p>How to apply: Send resume and cover letter to Rachel Wyatt at rwyatt@habitatuc.org no later than September 10, 2010. Please state which internship you are applying for.</p>			
Direct Supervisor:	Rachel Wyatt, Volunteer Coordinator	Contact Information:	(801) 344-8527 rwyatt@habitatuc.org