



## Intern/ Volunteer Job Description

**Position Title:** Special Events & Projects Volunteer

**Volunteer Coordinator:** Melissa Ballman **Volunteer Coordinator's Phone:** (507) 625-8688 ext 6

**Volunteer Coordinator's email:** melissab@inspire-hope.org

**Hours of Position:** Weekdays and weekends. Shifts are generally 1-4 hours.

**General Description:** Special Events & Projects Volunteers work to complete specific projects for CADA such as maintenance, yard work, cleaning, administrative mailings, putting together welcome baskets and birthday kits, organize donation rooms, sanitize toys, and volunteering at events sponsored by CADA or benefitting CADA. This is an unpaid volunteer/intern position. These projects will vary in time commitment.

### **Job Responsibilities:**

1. Perform tasks associated with the specific project
2. Communicate with team members
3. Communicate with Volunteer Coordinator and/or Project Supervisor
4. Attend scheduled volunteer times
5. Some projects may involve heavy lifting
6. Sign and abide by confidentiality agreements
7. Log volunteer hours and description of work

### **Qualifications:**

- Must be 18 years of age or older
- Complete any necessary training
- Ability to lead projects with little direction
- Must have reliable transportation
- Complete an interview with volunteer coordinator and project supervisor
- Must be detailed and organized
- Ability to work alone and/or in groups
- Excellent Communication skills