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Chico, CA 95928



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[www.buttehumane.org](http://www.buttehumane.org)

**Position Title:** Volunteer Program Management Assistant (Internship 12-15 hours per week)  
**Department:** Volunteer Department  
**Reports to:** Volunteer Program Manager

### **PURPOSE OF THE POSITION:**

The primary role of the Volunteer Program Management Intern is to assist with the design, implementation, and management of the volunteer program within the mission and goals of Butte Humane Society. You will assist with the Volunteer Coordinator's chief responsibility of managing the agency's volunteer program, which includes marketing and recruitment; supervision and training of individual and group volunteers. As Volunteer Program Management intern, the need to integrate the volunteer program and handle community relations is of key importance. You will assist with management of all volunteer program-related communications, direct mail appeals, and special events as well as manage.

The ideal candidate will be a self-starter interested in learning more about both nonprofit organizations and fundraising. We're looking for someone who can work approximately at least 12- 15 hours a week, on a flexible (but more or less regular) schedule, sometimes on-site and at our spay and neuter clinic.

### **DUTIES AND RESPONSIBILITIES:**

- Volunteer Orientation and Training
- Assist with the develop and provide Information Sessions to prospective volunteers and interested community members.
- Assist with the design, maintenance and distribution volunteer collateral and information packets.
- Assist with interviewing prospective volunteers.
- Assist with the development training curriculum and provide training to all new volunteers.
- Assist with the ensure attendance of volunteers and ongoing trainings.

### **PROFESSIONAL PERFORMANCE**

- Maintain professional standards of performance, demeanor and appearance at all times.

- Perform tasks and responsibilities in a complete and timely manner, complying with agency policies and standards and conforming to the requirements of this job description.
- Maintain a creative, team-building, cooperative approach to job performance and seek to bring a constructive, problem-solving orientation to all tasks
- Maintain an awareness of the agency's mission and work to promote the positive individual and social change goals it embodies
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of staff and to the youth in which we serve
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Maintaining the strictest of confidentiality
- Ability to work with a diverse staff and excel in a multi-cultural environment

**CONTACTS WITH OTHERS:** Will have contact with the general public, outside vendors, shelter employees, volunteers, donors, supporters and board members. Excellent customer service skills are essential to success.

**WORKING CONDITIONS:** Internship will be in the office environment within the Administrative Office.

**WORK SCHEDULE:** Work days are flexible but must be communicated with administrative staff through online calendar system and in coordination with Development Manager.

**PHYSICAL DEMANDS:** Must be able to lift a minimum of 50lbs. Work performed requires sitting for up to 8 hours per day.

**REQUIREMENTS:**

- Interest in the non-profit sector and/or animal welfare
- Highly organized
- Excellent data management and entry skills
- Proficient with Microsoft Office
- Self-starter
- Ability to work independently
- Interest in helping a tenacious nonprofit create a successful and fun program

Bonus points for:

- Graphic design skills
- Experience with Salesforce.com or other CRMs
- Experience working in animal welfare
- A witty sense of humor

If interested, please send resume and schedule to the following:

Dustin Alexander  
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