

Volunteer Management Internship

REPORTS TO: Volunteer Coordinator

SUMMARY

Assist the Volunteer Coordinator with Orientation, HR management, data entry, and records management.

REQUIREMENTS

- Prefer field of study related to recreation, parks and tourism sciences RPTS – OR Volunteer Management we don't know
- Experience with Microsoft Office
- Must have reliable transportation
- Must be friendly and enjoy teaching others/answering questions

This internship will be 8 to 15 hours a week or can be used for class credit. This internship will be unpaid. Please submit the completed application, your resume and a short description of what you hope to get out of the internship to volunteer@aggielandhumane.org