



Intern Job Description

Name of Organization: St. Luke's Free Medical Clinic

Position Title: Volunteer Appreciation Project Coordinator

Number of interns needed per semester: 1

Major Objective(s): To assist St. Luke's with activities directed toward recognizing and rewarding our volunteers.

Duties and Responsibilities: (Describe job expectations).

- Update volunteer information and hours on Excel spreadsheets.
- Create reports using volunteer information as needed (cumulative hours, years of service, etc.)
- Create monthly volunteer birthday lists.
- Recognize/ acknowledge volunteers as needed (birthdays, years of service, etc.)
- Assist with ensuring all volunteers are signing in on a regular basis on volunteer hours log.
- Audit confidentiality forms and ensure active volunteers have completed forms.
- Assist with new volunteer orientations.
- Create, publish, and distribute monthly newsletter for volunteers.
- Plan a volunteer appreciation/ recognition event.
- Assist with other volunteer coordination responsibilities as needed.

Qualifications and Requirements: (Include necessary education, languages, preferred skills, credentials, time requirements, physical resources and human qualities necessary for performing duties. Also note what screening requirements may be needed with vulnerable populations (youth, seniors, special needs clients).

- Student with declared nonprofit administration major (preferred).
- Excellent verbal and written communication skills.
- Prior experience planning two or more events involving at least 50 people.
- 1-3 years of experience using a personal computer, including 1-3 years of experience with Microsoft Word and 1-3 years experience with Microsoft Excel and/or Access.
- 1-3 years experience with Microsoft PowerPoint (preferred).

Orientation and Training: (Please list orientation times and dates if needed).

A brief Orientation time will be arranged individually with the student. In-house training will be ongoing throughout the semester on an as-needed basis.

Schedule (Times) and Place of Work: (This should include hours of duty, days of the week, and where the intern is expected to perform the services. Also note if there is flexibility within the schedule).

Hours are flexible and may be mutually arranged between St. Luke's and the student. Hours corresponding within clinic office hours are strongly preferred: Monday, Wednesday 9-5; Tuesday, Thursday 11-5; Friday 9-2.

Commitment Required: (The internship is designed for 45 hours per credit, up to six credits (270) hours within a semester. Please list the minimum and maximum the organization will need for each semester. This commitment is based on your organization's investment in training and supervising the intern.

10-20 hours per week, depending on current organization needs and student availability.

Benefits: (Is this a paid or unpaid internship? List any other benefits that may attract students to your organization including job experience, references, "perks" and future job opportunities).

- Ability to gain experience working with a reputable non-profit organization in the medical field.
- Flexible scheduling, pleasant work environment, low-stress environment for learning.
- Opportunity to network for professional references, future employment contacts, etc.
- Internship is not paid.

Challenges: (Aspects of the job which may be frustrating to prepare the intern for realistic expectations).

- Requires ability/understanding that part of the responsibility is to perform redundant tasks such as data entry, compiling data, etc.
- Although responsible for supporting the volunteer pool, student may feel personally distant or removed from the volunteers he/ she supports due to abbreviated internship period as compared with the long-term status of some of the volunteers.
- As in any work environment, work volume and stress levels of intern or other staff members and volunteers may fluctuate.

Satisfactions: (personal satisfaction and learning experiences that will be attractive to interns).

- Student will learn the value of recognizing and rewarding staff and volunteers in a non-profit organization.
- Student will learn some aspects of working in a non-profit medical environment.

Want to see this semester's internship opportunities?

Please contact Dr. Ricke-Kiely.

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