

**MOUNTAIN COMMUNITY ACTION PROGRAM, INC.  
INTERN DESCRIPTION**

**TITLE:**

VITA Volunteer Coordinator Intern

**REPORTS TO:**

Outreach Services Coordinator/Human Resources Manager

**DESCRIPTION:**

Responsible for the development, planning and coordination of VITA volunteers and their assignments. This includes scheduling volunteers, planning and assisting with special projects, assisting in managing volunteer staff, along with maintaining a volunteer database. Some duties may spill over into other programs within the agency – Project Discovery, Weatherization & Outreach Services.

**Duties include:**

- Create awareness of Mountain CAP's VITA program through a variety of methods – workshop, presentation, events, etc.
- Development of a volunteer program exclusively for our VITA program. Processing volunteer applications, updating volunteer records and keeping volunteer database (paper and electronic) up-to-date and accurate.
- Organize early stages of a volunteer training & orientation.
- Assisting with special project such as special event planning.
- Solicit and correspond with volunteers and prospective volunteers, mainly through email but occasionally via phone or text messaging.
- Assist with scheduling volunteers utilizing a variety of methods, including online sign-up sheets.
- Clerical & organizational tasks that are integral to the success of a volunteer management program.

**Qualifications:**

- Good written and oral communication skills
- Willingness to work on a flexible schedule
- Professional, motivated, self-starter
- Ability to work with indirect supervision in a busy environment
- Computer experience (must be comfortable with basic functions of excel)
- Good "people skills"
- Organized with some experience in volunteer management

**DURATION:**

September 2018 – December 2018, January 2019 – May 2019

Days and hours are flexible, but ideal candidate would work 5 to 15 hours per week; schedule is negotiable and telecommute is an option. Minimum of one full semester commitment requested. Opportunities exist for longer duration with corresponding opportunities for growth. Position is unpaid. Total of 120 hours.

**TO APPLY:**

Send resume & cover letter to [bvernon@mountaincap.org](mailto:bvernon@mountaincap.org) with the Subject line: Communications & Marketing Intern  
Or Mail resume & cover letter to: Mountain CAP, Drawer 1008, Marion, VA 24354