

# HEARTS & HORSES

*Therapeutic Riding Center*



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## **Volunteer Management Internship Job Description**

**Position Title:** Volunteer Management Intern

**Reports to:** Director of People & Culture

### **Job Duties**

- Assist in creating volunteer recruitment materials and executing community outreach efforts.
- Assist in providing comprehensive training for new volunteers and continuing education for current volunteers, including developing training program improvements.
- Assist in volunteer communication and scheduling volunteers weekly for all roles.
- Assist in maintaining current and accurate records of all volunteers.
- Implement volunteer recognition and appreciation strategies.
- Develop relationships with volunteers and provide support during volunteer shifts.
- Collect and manage data from volunteer and staff surveys to analyze program goals.

### **QUALIFICATIONS**

- **Time Commitment:** Between 5 and 20 hours a week, depending on internship requirements. Internships are available in the Fall, Spring, and Summer semesters.
- Pursuing a relevant secondary degree, such as Non-Profit Management, Public Administration, Business Administration, Event Management, Marketing, Human Services, etc.
- Some experience with horses (grooming, tacking, ground work, etc.) preferred.
- All interns must be qualified as a Horse Leader and a Side Walker volunteer, participating in all training prior to interning.
- Great written/oral communication skills, interpersonal/organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite.
- Ability to work in a fast-paced, team-oriented environment.
- Able to frequently sit, stand, bend and lift up to 50 pounds, walk or jog for more than 1 ½ hours over uneven surfaces, and physically react with agility and swiftness.

### **BENEFITS**

- Practical experience working in the EAAT (equine-assisted activities and therapies) industry.
- Practical experience working throughout the volunteer management life cycle.
- Practical experience building relationships and training new members to the organization.

Note: This is an unpaid internship at a non-profit (501c3) organization. Unfortunately, we are not able to compensate interns for hours worked or transportation. However, housing is optionally provided with this internship for eligible candidates.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and/or skills that may be required. Hearts & Horses holds the right to terminate interns if not meeting requirements and responsibilities set forth in this job description or violates the volunteer policies or code of ethics.

*2013 Non Profit of the Year • A PATH Intl. Premier Accredited Facility*

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