

VOLUNTEER ENGAGEMENT INTERNSHIP

TIME COMMITMENT

10-20 hours per week within the business hours of 9:00 a.m. – 5:00 p.m. Monday through Friday. May require some nights and weekends.

UNDERSTANDING THE POSITION

As a pioneer of urban ministry, Breakthrough was founded almost 25 years ago. Every day, our staff members witness and facilitate amazing stories of redemption and hope. To accomplish our work, we rely heavily on a trained and equipped volunteer force. The Volunteer Engagement Intern provides assistance to the Volunteer Engagement Team to recruit and maintain volunteers, ensuring that each volunteer has a good experience. The ideal candidate will be an energetic team player with excellent organizational and people skills.

WHAT YOU'LL BE DOING

- > Assist with all new individual, group, and one-time volunteer applicants, providing an introduction to Breakthrough and the areas of service available
- > Screen, process and place new volunteers (this includes ensuring up-to-date database records, volunteer applications, background checks and proper training)
- > In conjunction with the Volunteer Engagement team, provide oversight and training and facilitation for one-time service projects and groups
- > Provide event support for special volunteer events, as needed
- > Recruit volunteers from churches, schools, and other establishments
- > Provide assistance with our Manna program (the group service opportunity that provides meals for our homeless guests every day)

EXPECTATIONS

- > Detail-oriented with excellent organizational abilities
- > Written and verbal communication skills
- > Knowledge and proficiency with Microsoft and ability to work efficiently within programmatic databases
- > Understanding of urban realities with a strong passion for connecting churches and volunteers with those affected by poverty to facilitate mutually-beneficial and transforming relationships
- > Works well in groups

APPLY

Send completed application to Jen Kost at volunteer@breakthrough.org with "Volunteer Engagement Internship" as the subject.

