

Internship Position Description

American Red Cross of Greater Columbus

Internship Title: Administrative Support Intern, Emergency Services

Purpose	Support paid and volunteer staff by providing administrative, project and computer support for various activities throughout the year.
Key Responsibilities	<ul style="list-style-type: none"> ▪ Assist with the scheduling and dispatching of volunteers for the Disaster Response Team ▪ Assist with tracking financial expenditures and annual cost comparisons ▪ Assist with data entry of disaster operations case statistics. ▪ Assist with department phone coverage by taking messages and providing information as needed ▪ Assist with mail distribution and office supply needs
Reports To	Administrative Assistant, Emergency Services
Time Commitment	Prefer a minimum of 1 full working day a week (flexible to volunteer's schedule.) Daytime availability needed, 8:30 a.m.-5 p.m., Monday-Friday; may ask to increase hours during peak disaster operations
Length of Appointment	Ongoing; prefer at least one quarter/semester commitment
Qualifications	<ul style="list-style-type: none"> ▪ Able to work in a fast paced environment ▪ Dependable and responsible ▪ Intermediate knowledge of the Microsoft Office suite ▪ Able to be flexible and adaptable ▪ Strong verbal & written communication skills ▪ Detail-oriented ▪ Positive personal appearance and attitude ▪ Willingness to work as a part of a team ▪ Knowledge of, or willingness to learn, general office procedures
Training	<ul style="list-style-type: none"> ▪ Introduction to Disaster Services (Available online at http://www.redcross.org/flash/course01_v01/) ▪ Fulfilling Our Mission: Translating Your Compassion into Community Action
Relationships	Ongoing work direction provided by ES Administrative Assistant, with support provided by other ES staff & volunteers, as necessary
Budget Support	All training, materials, workspaces and/or any other equipment deemed necessary to perform the duties of the position would be provided by the American Red Cross
Benefits/Development Opportunities	<ul style="list-style-type: none"> ▪ Affiliation with one of the most well-respected, internationally known humanitarian organizations ▪ Enhance communication and computer skills ▪ Gain experience in non-profit environment. ▪ Friendly work environment ▪ Flexible hours

In accordance with Chapter Policies:

- *Each Red Cross volunteer is required to provide written affirmation that he or she will perform Red Cross duties in compliance with the Red Cross Code of Conduct and the Red Cross Confidential Information and Intellectual Property Policy. All volunteers are expected to protect the Red Cross image and reputation by behaving ethically and appropriately.*
- *The ARCGC may perform, or may request that third parties perform, background and reference checks at any time in the volunteer application process. All background and reference checks will be performed in accordance with applicable federal and/or state laws. This check includes a criminal history check for the past seven years and a social security number verification.*
- *In addition volunteers whose job duties require regular, unsupervised access to clients who are youth, elderly, or disabled, or whose duties require the safeguarding/handling of Red Cross assets, must have a background free of conduct which may adversely impact their ability to perform their duties and must submit to a background check on an annual basis. It is the policy of the ARCGC require additional screening and require fingerprinting and a Criminal Record report from the Bureau of Criminal Identification and Investigation and/or Federal Bureau of Investigation.*

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Department Code: D11.000 Disaster Services

Line of Service: Disaster Services

Business Title: ES Admin Intern