

## Internship Position Description

### American Red Cross of Greater Columbus

**Internship Title:** Community Awareness Team (CAT) Volunteer Coordinator

<b>Purpose</b>	To maintain and coordinate various aspects of the Community Awareness Team program.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Communicate directly with clients to obtain and confirm resource fair event details and specifications</li> <li>▪ Coordinate volunteer Community Awareness Team members for staffing resource fair events</li> <li>▪ Update resource fair calendar and other event materials</li> <li>▪ Educate Community Awareness Team members about Red Cross programs &amp; services using the <i>CAT Tracks</i> newsletter</li> <li>▪ Track CAT event reach numbers</li> <li>▪ Attend resource fairs to observe volunteers and staff events if volunteers are not available</li> </ul>
<b>Reports To</b>	Communications and Marketing Specialist
<b>Time Commitment</b>	10-15 hours per week; flexible schedule available
<b>Length of Appointment</b>	Prefer at least one quarter or one semester commitment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communication skills</li> <li>▪ Ability to positively interact with the community and volunteers</li> <li>▪ Self-motivated and organized</li> <li>▪ Knowledge of Microsoft Word and Excel</li> </ul>
<b>Training</b>	On-the-job training will be provided
<b>Relationships</b>	Receive primary work direction from Communication and Marketing Specialist but will also collaborate with other paid and volunteer staff as necessary.
<b>Budget Support</b>	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.
<b>Benefits/Development Opportunities</b>	<ul style="list-style-type: none"> <li>▪ Opportunity to serve the community</li> <li>▪ Affiliation with one of the most well-respected, internationally known humanitarian</li> <li>▪ Gain Valuable work experience and networking opportunities</li> <li>▪ Documentation of services and letters of references</li> <li>▪ Enhance interpersonal skills</li> <li>▪ Opportunity to cause positive change in the community</li> </ul>

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.*