

Internship Position Description

American Red Cross of Greater Columbus

Internship Title: Youth Involvement Intern

Purpose	To gain knowledge and skills in the field of volunteer administration by assisting with youth involvement program.
Key Responsibilities	<ul style="list-style-type: none"> ▪ Learn and assist with volunteer application intake/process ▪ Utilize internal and external resources to aid in completion of projects ▪ Take lead responsibility for coordinating and further mediation of youth development programs in accordance with strategic plan ▪ Assist in agency readiness assessments and recruitment of youth volunteers ▪ Coordinate and administer recognition and monthly meetings for youth volunteers
Reports To	Primary: Coordinator, Volunteer Resources Secondary: AmeriCorps Member, Volunteer Resources-Youth
Time Commitment	Varies with project and intern's schedule; prefer a minimum of 10-15 hours per week
Length of Appointment	2 quarters/semester preferred or 6 months
Qualifications	<ul style="list-style-type: none"> ▪ Ability to utilize project management skills to plan and implement assigned projects ▪ Excellent written and verbal communication skills ▪ Willingness to access professional resources, internal and external to the organization ▪ Possess a strong, healthy work ethic ▪ Strong computer skills, and/or wiliness to learn software systems which support function of Volunteer Resources department
Training	On-the-Job training provided, as necessary
Relationships	Receives primary work direction from Coordinator, Volunteer Resources; may also collaborate with various employees and other volunteer staff, as needed.
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 ▪ Work in positive and professional work environment ▪ Access to national and international resources in field of Volunteer Administration ▪ Gain valuable work experience and professional networking opportunities ▪ Documentation of service, letters of reference ▪ Opportunity to cause positive change in the community

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.*