

## Internship Position Description

### American Red Cross of Greater Columbus

Internship Title: Volunteer Newsletter Intern

<b>Purpose</b>	To assist in the development of electronic volunteer newsletter including and formatting for Volunteer Resources and <i>Friends of the American Red Cross</i> , a young professional organization (as needed).
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Assist in the development of electronic newsletter format</li> <li>▪ Take lead responsibility for coordinating and compiling content from departments</li> <li>▪ Write content for newsletter</li> <li>▪ Assist in maintaining appropriate listserv electronic addresses</li> </ul>
<b>Reports To</b>	Primary: Coordinator, Volunteer Resources Secondary: Director, Volunteer Resources
<b>Time Commitment</b>	Varies with project and intern's schedule; prefer a minimum of 5-10 hours per week
<b>Length of Appointment</b>	One (1) quarter/semester preferred or 3 months
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Ability to utilize project management skills to plan and implement assigned projects</li> <li>▪ Excellent written and verbal communication skills</li> <li>▪ Willingness to access professional resources, internal and external to the organization</li> <li>▪ Possess a strong, healthy work ethic</li> <li>▪ Ability to work within given deadlines</li> <li>▪ Must be knowledgeable of Microsoft Office including HTML newsletter design programs (1-2 years experiences, preferred)</li> </ul>
<b>Training</b>	On-the-Job training provided, as necessary
<b>Relationships</b>	Receives primary work direction from Coordinator, Volunteer Resources; may also collaborate with various employees and other volunteer staff, as needed.
<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>▪ Affiliation with one of the most well-respected, internationally known humanitarian organizations</li> <li>▪ Work in positive and professional work environment</li> <li>▪ Documentation of service, letters of reference</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.*