Volunteer Internship

Volunteer Programs provides a stream-lined pathway for parents and community stakeholders to contribute their valuable time and talents to the learning and enrichment experience of our students. Through strategic engagement with school leadership, the department is deepening the pool of volunteer talent, while establishing mutually rewarding experiences for students, parents, partners and schools. In concert with overseeing school-based volunteers at 664 District schools, the Volunteer Programs department works with an array of external organizations, including community organizations, city agencies, businesses and corporations.

Internship description:
This candidate will provide ongoing support to Volunteer Programs as needed. The volunteer application process has recently been streamlinen and needs additional support throughout the next phases of growth and implementation. This growing department is looking for someone to assist in project management, database management, and other duties as assigned.

Roles and Responsibilities:
- Understanding of current volunteer policy and fingerprinting process.
- Interaction with various stakeholders (administrators, parents, community members, external partners) regarding the volunteer policy and process.
- Assist in implementation and development of new Volunteer Management System.
- Provide support with daily operations by returning phone calls, data entry, managing volunteer email account and processing of volunteers.
- Work with Volunteer Program Manager to implement creative marketing strategies and assist with website expansion.
- Understanding of CPS policy around background checks and the workflow with the Office of Safety and Security.
- Other duties as assigned.

Qualifications:
- Proficient in Microsoft Word, Excel and Google Forms
- Ability to recognize the need and the importance of volunteers at all levels
- Must have excellent communication skills
- Must be able to problem solve and analyze various situations
- Enthusiasm, teamwork focused and strong customer service orientation
- Well organized and detail oriented
- Effective leadership and team building skills
- Self-motivated, able to work independently with minimal supervision
- Bilingual preferred

Time Commitment: Approximately 30 hours per week, Monday-Friday 9am-4pm.

Interested candidates must submit a resume and email expressing why you are interested in the position to Claudia Lule, Volunteer Program Manager, clule@cps.edu.