

## POSITION DESCRIPTION Volunteer Program Intern (Unpaid)

**OBJECTIVE:** To gain leadership experience and learn more about non-profit management

**RESPONSIBLE TO:** Volunteer Program Manager, Volunteer Coordinator

**TIME COMMITMENT:** Minimum 130 hours. Maximum 300 hours. Available between 9am – 5pm, M-F; occasional evening and weekend hours; available Fall, Spring and Summer semesters

### BASELINE QUALIFICATIONS:

- Minimum age of 18
- Non-judgmental attitude toward offenders and their families.
- No substance abuse issues in the last 2 years
- Incurred no arrests, convictions, incarceration, probation or parole within the past 2 years

### PERSONAL QUALIFICATIONS:

- Basic administrative, project management, and computer skills
- Excellent interpersonal skills
- Enrolled in a degree program in or related to: Criminal Justice, Human Resources, Human Services or Non-Profit Management
- Ability to function independently when given a task or multiple tasks

### KEY RESPONSIBILITIES:

- Administrative tasks (i.e. data entry, phone calls, managing files, etc.)
- Assist with front desk duties (i.e. train volunteers, schedule appointments, etc.)
- Community outreach and volunteer recruitment
- Assist with the Family Outreach Program (Weekends)
- Create / disseminate marketing materials and presentations for volunteer recruitment
- Help plan continuing education workshops for OAR volunteers
- Attend recruiting fairs and lead volunteer information sessions
- Facilitate and shadow programs held in the adult detention center

**TRAINING/SUPERVISION:** Program orientation, on the job training and coaching

### INTERN AND OAR AGREEMENT:

I understand that I will be working with clients who have a criminal background and may currently be under supervision by Probation & Parole. As a volunteer, I will not divulge any personal contact information with clients. I hereby release and discharge OAR of Fairfax County, Inc. and any of its directors, officers, employees, partners, affiliates, agents, and successors from any and all liability or responsibility for any such accident or injury, which may arise during my participation as a volunteer. I understand and agree to comply with the position description and requirements outlined above.

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DATE

PRINT NAME

SIGNATURE