

Hosanna House, Inc.
Volunteer Coordinator Intern—Spring/Summer

807 Wallace Avenue
Wilkesburg, PA 15221
www.hosannahouse.org

Hosanna House, Inc., a place called hope, was established in 1989. We are a multi-purpose community center that serves over 38,000 people per year. Our mission is people working together providing opportunities that will empower families and individuals to discover, acknowledge and develop their maximum potential physically, spiritually and economically. We have a 4 star NAEYC accredited child development center, after-school and youth programs, job training programs, technology programs, masonry program, and community outreach programs. We have partner agencies such as our New Foundations and HUD Programs (which provides housing and recovery management for homeless disabled individuals).

Duties of intern:

- Consult with administrators and staff to determine organization needs for various volunteer services and plan for volunteer recruitment.
- Attend and participate in professional and community meetings to recruit interested parties for volunteer service.
- Create volunteer job descriptions
- Interview, screen, and refer applicants to appropriate units.
- Orient and train volunteers prior to assignment in specific units.
- Arrange for on-the-job and other required training, supervision and evaluation of volunteers. Serve as liaison between administration, staff, and volunteers.
- Establish positive working relationships with staff members and volunteers; reconcile personnel problems.
- Prepare and maintain procedural and training manuals.
- Develop and provide written protocols to all volunteers
- Monitor and evaluate the efficiency and effectiveness of volunteer services.
- Participate in fund-raising activities. -Schedule and coordinate volunteer recognition and appreciation events.
- Manage and participate in the goals, objectives, and policies effecting volunteers.
- Maintain a database of volunteer workers and hours of work; prepare and present reports to management staff; recommend necessary changes or adjustments to the volunteer program.
- Plan, assign and direct the work of volunteers. -Perform related duties and responsibilities as required.

Requirements and skills:

- High school or equivalent required. Some college preferred.
- A valid driver's license preferred.
- Prepare clear and concise reports.
- Use computers and office suite.

- Develop recruitment and selection procedures
- Interview for effective selection of volunteer candidates.
- Supervise, motivate, train and monitor performance of volunteers.
- Make effective presentations.
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds and lifestyles.
- Work independently and possess strong time management skills
- Identify program needs Must have some experience and skilled in the use of software programs such as MS Word, ACCESS, PowerPoint, and Excel and have a willingness and ability to learn new software packages as required.

Location: Facilities

Available Positions: 1

Compensation: unpaid/academic credit

Academic Background: Business Management, Human Resource Management, Public Administration

Contact: Turzan Robinson, Director's Assistant

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Application procedure: e-mail resume