

## Volunteer Programs Intern Summer Internship in Menlo Park LifeMoves

**Position Title:** Volunteer Programs Intern

**Main Location:** LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

**Time Commitment:**

- **10 weeks: June 12<sup>th</sup> – August 18<sup>st</sup>**
  - Full time (40 hours/week)

**Position Details:**

At LifeMoves, our objective is to break the cycle of homelessness by providing shelter and comprehensive support programs while treating each participant with dignity and respect. This position is an integral part of the strategic plan for the Volunteer/Development Team in creating better processes for volunteer engagement via multiple channels.

**Primary Responsibilities Include:**

- Create user-friendly manuals to support Volunteer Programs (Drives, Meals, etc)
- Check for consistency across the Volunteer Module's data
- Create process & tools/forms to support volunteer hours/attendance & tracking in CRMS
- Document and update processes through site visits and research

**Position Requirements/Preferred Skills:**

- Comfortable working independently and taking ownership over this project
- Individual should be able to think outside the box (Creative)
- Highly organized
- Interested in community relationship building
- Proficient in Microsoft Office, specifically, Excel, Word – Database training a plus
- Strong written and communication skills
- Analytical and tech savvy
- Resourcefulness
- Flexible
- A team player attitude
- Possess good humor and wit

**Learning Outcomes:**

- Gain an excellent overview of community relationship building
- Develop a deep understanding of a non-profit through first-hand interactions and collaboration with members of various departments
- Grow strong cross departmental communication skills
- Build your understanding of the issue of homelessness and the need for community engagement

**Compensation:** Unpaid

**Supervisor:** Volunteer Programs Coordinator, Jessica Bhuria