

**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 10th – August 16st**
 - 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:

- Project manage Summer Camp
- Project manage Backpack Drive
- Check for consistency across the Volunteer Module's data
- Create process & tools/forms to support volunteer hours/attendance & tracking in volunteer database

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 Google sheets and forms
- Analytical and tech savvy
- Resourcefulness
- Flexible
- A team player attitude

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