



Volunteer Intern Job Description

Position Overview

The Volunteer Intern works closely with the Volunteer Coordinator to deliver quality volunteer experiences for the benefit of Freedom School Partners (FSP), families, site partners, and volunteers.

Primary Responsibilities

The Volunteer Intern will provide support for Freedom School Partners' volunteer program, including but not limited to:

- Participate in Harambee! at one of the sites each morning of the Freedom School program unless assigned to another task.
- Monitor the Site Administrative Intern (SAI) submission of Harambee and OSA feedback forms; flag missing forms; contact SAIs to remind them of missing daily submissions; notify appropriate supervisory staff as needed to ensure submission of feedback forms.
- Review all daily feedback information to flag concerns with field trips, on-site activities (OSA), or volunteers; report problems to the Volunteer Coordinator and Enrichment Manager.
- Act as supply coordinator for sites, as needed.
- Assist with issues or concerns with SignUp Genius, FSP's online volunteer portal.
- Provide customer service for questions or concerns regarding volunteers, as needed.
- Take leadership and maintain oversight of FSP's Scholastic Book Fair, including setup/breakdown, training of volunteers, and daily reconciliation of cash receipts.
- Perform receptionist duties, such as answering the phone and greeting volunteers or guests, as needed
- Provide support at FSP warehouse with supplies distribution and coordination, as needed
- Perform other duties or tasks as needed for the Freedom School program.

Qualifications

- Ability to communicate effectively, both orally and in writing, with staff, Site Partners and site volunteers
- Strong organizational and process management skills
- Ability to prepare Word documents, spreadsheets and e-mail communications
- Strong interpersonal skills, ability to motivate others and organize scholars and volunteers
- Exhibit positive behavior and attitude; model a mature and professional demeanor
- Enthusiasm for the CDF Freedom Schools® program and commitment to children's advocacy and servant leadership
- Interest in working as part of an intergenerational team of staff, volunteers, and interns.
- Strong appreciation for individual cultural history and the willingness to be open to, and respectful of all cultures
- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings

Accountability

Shall be accountable to the Volunteer Coordinator.

Compensation and Benefits

- Stipend based on experience (\$3,000-3,500)
- May 13, 2024 – August 2, 2024
- 3 paid holidays (May 30, June 19 and July 4)
- Mileage reimbursed at set rate



About Freedom School Partners

Freedom School Partners (FSP) is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success. FSP's mission is to inspire our scholars to love reading and learning, believe in themselves and create extraordinary futures.

Application Process

Interested applicants should send cover letter and resume to admin@freedom-school-partners.org with Volunteer Intern in the subject line. No phone calls please.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Equal Employment Opportunity

FSP desires to have a work-force, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.