



"Those Who Help the Poor Honor God"
Proverbs 14:31

8332 Commonwealth Avenue, Buena Park, CA 90621
TEL (714) 523 – 4454 FAX (714) 523 – 4474
Website www.gchope.org

INTERNSHIP TITLE: Volunteer Coordinator Internship

POSITION TYPE: Academic Year/Summer, Part time 10-20 hours/ wk

LOCATION: Buena Park, California

PAY: Unpaid

The Volunteer Coordinator Intern will work with senior staff implementing our volunteer program for our 43,000 sq ft facility. The ideal candidate will be a self-starter. The intern will assist in the management of volunteers and will facilitate an orientation for new volunteers, development of volunteer handbook, establishment of policies under which a volunteer may be dismissed, proper evaluation tools of volunteer performance, and volunteer recognition systems including solicitation of rewards from local retailers and coordinating volunteer appreciation banquets. This is a great opportunity for an individual interested in gaining exposure to the non-profit sector while adding practical experience to their resume.

SUPERVISION:

Works under the general supervision of the Volunteer Program Director

SKILLS:

- Friendly and very outgoing
- Task-oriented
- Ability to manage individuals of all ages
- Computer literate; data entry
- Ability to handle conflict and various personalities
- Encourager and Motivator
- Extremely flexible

EDUCATION:

Junior/ Senior in College OR Recent College Graduate

Giving Children Hope is a faith-based nonprofit organization dedicated to alleviating poverty (domestically and abroad) through disaster relief, health and community development, vocational training and advocacy.

If you are interested in applying for this internship, please email a cover letter detailing the name of the position you are applying for, where you found the posting, and how this would benefit your future career as well as a current resume to mstrauss@godaid.org. We are happy to work with your college or university if you are interested in receiving credit. As every university has different requirements we ask that you inquire with your school as to the requirements and restrictions.

Giving Children Hope is a humanitarian aid organization which focuses on health care issues, relief, refugee assistance and projects serving needy children and the poor. A Public Benefit, non-profit corporation, registered Private Volunteer Organization (PVO) with USAID, Tax exempt under IRC 501 c (3)

