



VOLUNTEER COORDINATOR INTERN

Created Gainesville is committed to reaching and restoring lives impacted by sex trafficking and sexual exploitation.

Purpose: The Volunteer Coordinator Intern is a part-time, unpaid internship. The purpose is to help run and support the programs of Created Gainesville by managing communication, logistics, and planning for volunteer-related activities.

Reports to: Programs Director

Duties & Responsibilities:

Time Allocated: 10-15 HOURS PER WEEK

- Volunteer management:
 - Schedule and plan monthly volunteer recruitment meeting (Created Connect).
 - Assist with applications, onboarding, paperwork, recruitment, communication, and scheduling of volunteers and sponsors.
 - Communicate with volunteers and sponsors about their sign-ups one week in advance and the day before the event.
 - Schedule and send reminders about team training.
 - Ensure that all in-kind donors related to outreaches (ie. Oasis meals, gifts, baked goods, celebrations, etc.) are thanked through a handwritten note.
- Oversee online volunteer platforms:
 - Check signupgenius.com on a weekly basis to make sure that we have all outreaches sponsored and filled by volunteers. Confirm Oasis and Club bag sponsors one week prior to the signup date via email, reminding them of details and when/where to drop off items.
 - Check the volunteer@createdgainesville.com email inbox daily and follow up to emails within 2 business days. This is the primary contact for sponsors to communicate questions about sponsored items they are signed up for as well as for volunteers going through the application process..

- Make sure all outreach dates are on the Google calendar.
- Use GroupMe chats to communicate with volunteers and receive information.
- Outreach management:
 - Assist with the preparation of outreach materials as needed. This includes keeping tabs on our stock of outreach supplies and informing staff of needed items.
 - After each outreach, collect the names and information of all women encountered and record it in the Program Stats spreadsheet.

Education and/or Experience

- Actively pursuing an Associates degree or higher
- Administrative experience preferred
- Proficient in Word, Google, and Excel
- Ability to work in a collaborative, fast-paced environment
- Strong written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Willingness to establish and maintain effective working relationships
- Clean driving record preferred

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.



- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.
- In the performance of the duties of this job the employee is required to travel (frequency), drive a motor vehicle, communicate using telephone and email.

Work Environment:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.