

Posting Date: 11/24/2015

Company Name: Make-A-Wish Arizona

Contact Web Site: www.arizona.wish.org/internships

Hours Days: Office hours: Monday-Thursday 8:30am-5pm and Friday 8:30am-2:30pm

Wage Salary: \$0.00

Job Title: Volunteer Services Intern

Job Location: 2901 North 78th Street

Job Description: Our mission at Make-A-Wish Arizona is to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. We are looking for motivated interns with a sincere interest in helping the mission of Make-A-Wish Arizona. Under the direction of the Volunteer Manager, the Volunteer Department Intern will oversee volunteer management and various wish granting volunteer tasks as well as community events throughout the state of Arizona. Responsibilities: 1.Responsible for updating and maintaining volunteer background check and Conflict of Interest/Confidentiality forms. 2.Maintain volunteer information into Raiser's Edge (training provided). 3.Assists in community recruitment, training, and supporting wish granting volunteers. 4.Assists in volunteer recognition efforts. 5.Assists in organizing volunteer activities/networks. 6.Assists with community events when needed. 7.Assists with granting wishes and working with Wish Kid Ambassadors. 8.Professionally represents Make-A-Wish at various community events and functions.

Experience: 1.Working toward bachelor's degree related to non-profit studies, social work, psychology, community relations, or communications-related fields. 2.Requires excellent project management, inter-personal, writing and presentation skills. 3.Requires excellent customer service, communication, and attention to detail skills. 4.Familiarity with Raiser's Edge, Microsoft suite of programs including Outlook, Word, PowerPoint, and Excel. 5.Extreme comfort with public speaking and engaging with audiences of all ages and sizes. 6.Minimum of 25 hours per week preferred.

How to Apply: To Apply: Send cover letter and resume to Cynthia Gemberling:
Cynthia.gemberling@scottsdalecc.edu

