



The Volunteer Coordinator Internship:

Our interns are vital to the success of our programs. Without their help and support we would not be able to offer our programs free of charge to underserved populations. The Volunteer Coordinator Intern will learn how to efficiently manage and organize a steadily growing volunteer program. The Volunteer Coordinator Intern will also directly assist the production of an anthology. While working directly with the Program Coordinators and Volunteers, the Volunteer Coordinator Intern will track volunteer hours and projects, process new volunteer applications and assist with events as needed.

Responsibilities and possible tasks:

- Learn about Write Around Portland and our community writing model
- Help with the monthly creation of the volunteer e-newsletter
- Directly assist the production of an Anthology
- Conduct a Featured Writer interview for our website
- Track volunteer hours, contact information and activities
- Communicate with volunteers via phone and e-mail
- Process volunteer applications
- Lead volunteer tasks, such as mailings and events
- Help with volunteer recruitment and volunteer appreciation
- Identify opportunities for improving the volunteer program
- Other related activities to support the work of Write Around Portland

Skills to build during internship:

- Strengthen research skills
- Volunteer coordinating skills
- Formal writing skills
- Become proficient in Filemaker and other office software
- Strengthen verbal communication skills
- Strengthen organizational skills

Volunteer Coordinator expectations (which are repeated from the volunteer agreement)

- Uphold the mission of Write Around Portland and our shared values of Respect, Writing, Community
- Keep accurate records of volunteer hours
- Communicate openly and immediately with the Write Around Portland staff regarding my needs as an intern and regarding any other issues that arise, including any questions or concerns related to confidential or potentially confidential information

- Communicate by phone or in person any potential scheduling conflicts as soon as possible
- Provide any paper work or information needed for academic credit or any other institution in advance of completing the internship
- Participate in an internship evaluation upon completion of internship
- Participate in a variety of Write Around Programs during the internships which may include sitting in on a workshop, attending a reading, attending a house party or other events, meetings with agency partners and collaborating with our Development Director and/or Executive Director.