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### **Our Mission**

Our mission is to work with neighborhood residents and partners to create a vibrant and thriving community through empowerment and advocacy while meeting basic needs.

### **Our Vision**

Our vision is to create an equitable and empowered community.

### **Our Values**

The Cameron community is:

*Trustworthy Caring Respectful Dedicated Effective*

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## **Position: Intern and Volunteer Program Manager**

**Reports to:** Office Manager

**Status:** Part-time, 20 hours per week

### **JOB SUMMARY**

The Intern & Volunteer Program Manager will report to and work closely with the Office Manager and Program Managers and will be responsible for all aspects of volunteerism and internships within the agency.

### **KEY RESPONSIBILITIES**

#### **Volunteer Program Management**

- Implement volunteer policies, procedures, and standards of volunteer service, assess feedback
- Continue to evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
- Provide ongoing support and guidance for volunteers while they are here, i.e. managing the groups
- Act as a single point of contact for volunteer communications
- Determine volunteer placement, tasks and goals and numbers in conjunction with Program Managers
- Confer with volunteers to resolve grievances and promote cooperation and interest
- Confirm all group volunteer participation the week prior
- Facilitate distribution of information relevant to volunteers
- Complete volunteer/group Volunteer Registration Sheets with candidates, check references and backgrounds, ensure that all aspects of the paperwork are complete as necessary.
- Plan and execute an annual Volunteer Appreciation event
- Maintain accurate records in Apricot database and provide timely statistical and activity reports on volunteer participation
- Conduct post-visit follow ups to track successes and identify problems so that relationships are maintained, and system improvements are made
- Other duties as assigned

#### **Intern Program Management**

- Implement Intern policies, procedures, and standards, assess feedback
- Continue to evaluate all aspects of the Intern program to ensure effectiveness and to recommend/implement changes as appropriate

- Work with Program Managers and College Internship Coordinators to determine Intern placement, tasks, and professional development goals
- Work with Office Manager to post Internship openings and interview candidates when necessary
- Distribute all new Intern paperwork, check references and backgrounds, ensure that all aspects of paperwork are complete prior to start of Internship
- Ensure that new Interns feel immediately welcome, comfortable, and part of the team
- Lead new Interns in Cameron orientation, conduct tour and connect them with Program Managers
- Work with Program Managers to complete Internship evaluations per Cameron and College requirements
- Implement Intern recognition at the completion of service

### **Community Relations**

- Conduct tours with prospective volunteers
- Speak at churches and organizations, build relationships
- Recruit Interns from and build relationships with MCC, Nazareth, St. John Fisher and Brockport
- Recruit volunteers and network with other agencies at Volunteer Fairs

### **Holidays**

- In conjunction with the Office and Public Relations Manager, plan and implement Holiday programs (Adopt-a-Family, Santa Party, Kids' Shopping.)
- In conjunction with the Food Pantry Coordinator, plan and implement Holiday food basket programs

### **COMPENSATION & BENEFITS**

- Part-time, non-exempt, \$15.00/hour
- Free parking
- Program lunch provided
- 5 vacation days, Paid sick leave, 1 personal day
- 8 paid holidays and 1 social justice day

### **QUALIFICATIONS**

- High School Diploma/GED require, college degree preferred
- At least one year of not for profit experience preferable
- Excellent organizational skills, including attention to detail and meeting deadlines.
- Ability to multi-task and shift gears quickly.
- Good interpersonal skills, manners, and listening skills.
- Good communication skills, both written and spoken.
- Computer proficiency (e.g. Word, Excel, PowerPoint, Publisher).
- Ability to work sensitively with people of diverse cultural, racial, and economic backgrounds.
- Strong work ethic, self-motivated, team player, highly ethical.
- Proficiency in Spanish a plus.

**TO APPLY:** Submit resume and cover letter to [careers@cameronministries.org](mailto:careers@cameronministries.org)

**CCM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.**