



**Susan G. Komen Northwest NC
Volunteer Management Intern**

Summary: The Volunteer Management Intern will assist in the recruitment and oversight of volunteers for the Susan G. Komen Northwest NC affiliate.

Interns will work based on availability. Occasional weekend, early morning or evening availability depends upon our event schedule. We ask our interns to commit to a minimum of 15 hours/week.

Essential Duties and Responsibilities:

- Work directly with the Volunteer Coordinator to establish and build the key volunteers for events, specifically Race for the Cure.
- Recruit and Coordinate entertainment along the Race route.
- Contact community groups and work with them on volunteering for our organization.
- Communicate directly with volunteers, volunteer chairs, committee chairs, and staff.
- Oversee volunteer needs postings on Better Impact.
- Conduct, or assist with Volunteer Orientation and Race Training

Requirements:

- Strong organizational skills
- Detail-oriented
- Good communication skills, both written and verbal
- Computer literate (Microsoft Office)
- Comfortable working with a diverse population
- Special event, volunteer, and/or leadership experience preferred

Benefits:

- Knowledge that you are an integral part of an organization that contributes to the promise to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures.
- Experience managing volunteers for a 5,000+ person event