



Internship Title: Volunteer Program Intern

Department: Parks and Recreation

Type: Unpaid Internship (\$25/week stipend)

Schedule: Flexible, 10-20 hours a week

For more information, please contact:

Volunteer Coordinator: Cheryl Skafte

Phone: 218-730-4334 | Email: cskafte@duluthmn.gov

POSITION DESCRIPTION

The City of Duluth's Parks Volunteer Program strengthens a diverse, growing network of dedicated park volunteers and groups by creating opportunities for them to: 1) celebrate and volunteer in our parks and on our trails; 2) recognize volunteer accomplishments; and, 3) connect with fellow community leaders and decision makers throughout the year.

POSITION TITLE

City of Duluth Volunteer Program Intern

NUMBER OF POSITIONS: 1

INTERNSHIP RESPONSIBILITIES

The Volunteer Program Intern will work directly with the Volunteer Coordinator to help prepare for volunteer recognition events and help plan large-scale volunteer efforts including Champ Day, CSS Community Service Day, Global Youth Service Day, Clean and Green Week and Day of Caring. The intern will have the opportunity to help develop, implement and support new volunteer initiatives including the Adopt-a-Spot program, reLEAF program and the Buckthorn Brigade. Finally, the intern will also work directly with the Volunteer Coordinator to help connect individual volunteers and groups to service opportunities throughout Duluth's parks and trails system, troubleshoot challenges, and track outcomes.

Responsibilities may include: • Respond to volunteer requests via phone and email • Assist with event and project promotion and documentation, including social media • Contact partners and affiliated groups to collect information and promote activities • Perform data-entry, updating person, organization, property records, and database logs • Assist with expense tracking, invoices, and payment vouchers • Event and project support, including various preparation tasks and 'day of' assistance, event set-up, etc. • Writing newsletter articles • Attend staff and community meetings related to internship projects

The intern will have the opportunity to gain skills in direct outreach, program planning, event management, small grants, trainings, special events, and volunteer management. This is an excellent way for an aspiring urban planner, community organizer, or event planner to understand the programs, challenges, and benefits of working in this field.



QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

We are looking for an intern who is:

- Positive, energetic, and friendly
- A problem-solver who is able to take initiative, research new projects and ideas
- An excellent writer and communicator, comfortable speaking with community members
- Computer savvy with working knowledge of MS Office, social media platforms, and able to complete precise data-entry. Database and web design experience is a plus.
- Interested in one or more of the following: Event Management, Urban Planning, Public Affairs, or Community & Social Services (optional)

APPLICATION PROCESS

Please email cover letter and resume to cskaft@duluthmn.gov.

SALARY RANGE

Unpaid (\$25/week stipend)

ADDITIONAL INFORMATION / COMMENTS

Must be available to work between ten to twenty hours each week on a consistent schedule, between the hours of 10AM – 6PM. The positions are available from early-September through mid-December, early-January through mid-May, and mid-May through early-September. Current interns can extend their internship into the next semester, depending on availability and space. Some interns are able to receive credit for their work with City of Duluth – please contact your school advisor to determine if this is a possibility.

