



CISNT Volunteer Department Internships

Volunteer Department interns are responsible for duties that support the operations of the department, under the close supervision and direction of the Director of Volunteers. These positions are located at our Central Office in Lewisville, Texas.

The goal of the agency's internship program is to provide interns with valuable learning experiences that are in line with the intern's college major and career goals; and to fulfill the requirements to obtain college course credit, if applicable. There are no wages, stipends or monetary reimbursements of any type paid in connection with Volunteer Department internships. Interns are not eligible for employee benefits plans and they are not covered under the agency's workers' compensation plan. There is no guarantee of future employment with CISNT.

The duration of the internship assignment will be one college semester. The hours of intern work provided will be based upon the needs of the intern, their college/course requirements, and the needs of the business.

The minimum intern qualifications are as follows:

- Minimum of high school diploma or equivalent.
- Must be working toward bachelors or master's degree in approved field.
- Intermediate level computer skills in Microsoft Office and Excel required.
- Strong organizational, communication and interpersonal skills.
- Experience working in an office environment preferred.
- Ability to analyze data and create reports, charts and graphs.
- Multi-task oriented with ability to effectively manage and work on multiple projects simultaneously.
- Ability to work in a fast-paced environment and meet strict deadlines.
- Ability and willingness to present information to large groups both verbally and in writing.
- Exhibit a commitment towards the CISNT mission.

Volunteer Department Interns may be assigned to perform any of the following duties depending upon the specific intern position in which he/she is placed:

- Participate in networking opportunities and community relations events and activities such as fairs, meetings and events to develop and/or maintain partnerships.
- Assist in the production of volunteer/mentor recruitment materials.
- Facilitate volunteer orientations, maintain sign-in sheets and enter appropriate data into the volunteer database.
- Facilitate the volunteer application process, deploy volunteers to CISNT campus programs, and follow up with volunteers and program staff to ensure that volunteers have begun their assignments.
- Assist with monthly volunteer reporting performed by CISNT program staff.
- Monitor volunteer/mentor satisfaction and assist in the development and administration of volunteer/mentor satisfaction surveys.
- Assist with volunteer recognition activities and events.
- Assist in the daily office/administrative tasks of the Volunteer Department.