

Are you an undergraduate or graduate marketing student in Madison that's looking to make an impact? If so, The River Food Pantry, Dane County's highest volume pantry, offers the opportunity to have a meaningful internship by helping us increase our ability to accomplish our mission and vision!

Volunteer Coordinator Intern Summary

Plan and coordinate volunteer program activities and acts as a liaison between The River Food Pantry (The River) and volunteers. Represents The River in all volunteer planned activities - coordinating with relevant team members, especially Operations and Community Relations/Advancement.

Our Mission

Our mission is to bring a message of mercy and hope to those in need by providing nutritional basics and encouragement. The River provides groceries, clothing, mobile lunches and community meals to over one thousand Dane County households each week. More than just food, The River provides a warm and welcoming family atmosphere where everyone is treated with respect, encouraged to find the support they need, and given the opportunity to share what they can with others. The River connects *community to compassion*.

Duties and Responsibilities:

- Recruiting, scheduling, confirming, orientating, training and retaining volunteers, as well as develop and maintain positive volunteer relationships.
- Maintain the volunteer calendar to ensure volunteer sessions and projects are scheduled appropriately and rest of team is informed.
- Develop programs to increase awareness of and commitment to the volunteer program.
- Maintain up-to-date information on The River Food Pantry's website including current volunteer needs and opportunities. Update volunteer opportunities internally and externally, via internal postings and volunteer search websites.
- Act as recruiter, organizer and responsible agent for volunteer events and other special events or programs, as assigned.
- Extend volunteerism at The River Food Pantry, including to corporations, civic organizations, churches and schools.
- Maintain accurate and up-to-date records of volunteers, volunteer hours, projects and interests.

JOB QUALIFICATIONS

- Student in a Nonprofit Management, Human Resources or Organizational Leadership degree program (preferred)
- Professional attitude and appearance



- Self-starter, energetic, assertive
- Volunteer experience
- Detail-oriented and well-organized
- Strong interpersonal and communication skills
- Able to manage and prioritize multiple tasks effectively
- Excellent customer service skills
- Able to successfully work in a collaborative, team-oriented organization

Our volunteer coordinator internship is ideal for students who need to balance classes with 10-15 hours of internship experience per week for three months with a \$500 stipend awarded upon completion. Students who wish to receive internship credit through their college or university should coordinate this directly with their school's career center and/or academic counselor. The River is receptive to this option if the student arranges it.

Application procedure and deadline

Please submit a cover letter stating your interest in working with The River Food Pantry and how your qualifications align with this position along with your resume to Gary@riverfoodpantry.org.

Please direct questions to Cindy Fager, Office/Volunteer Manager, at Gary@riverfoodpantry.org.

The River Food Pantry is located at 2201 Darwin Road, Madison, WI 53704 near the Dane County Regional Airport and is an equal opportunity employer.

