



FREDERIK MEIJER Gardens & Sculpture Park

Internship Opening – Human Resource & Volunteer Intern, Winter 2019 (unpaid)

Posted Date: November 16, 2018

Position Date: January 2019–April 2019

Department: Human Resources & Volunteers

Supervisor: Volunteer Manager

Internship Description: The HR & Volunteer Resources Intern may work on a wide variety of HR & Volunteer management projects. The Intern will receive real-world experience and work samples to build her/his professional portfolio. The ideal candidate will bring fresh ideas to the team and actively engage with the organization. The HR & Volunteer Resources Intern will gain knowledge of the importance of staff and volunteers in a non-profit organization along with a better understanding of non-profit administration day-to-day operations. This internship is for the Winter 2019 semester with a potential to extend to the Summer 2019 semester.

Department Functions:

Volunteer Department Duties:

- Research and strengthen the Recycling Program
- Research and strengthen inclusivity goals in the Volunteer Program
- Enter data and run reports in volunteer database
- Write an article for the Bloomin' News newsletter
- Assist with volunteer schedules during the Butterflies Are Blooming exhibit
- Assist with new volunteer orientations

Human Resources Department Duties:

- Help with recruiting activities
- Assist with new hire orientations
- Data entry
- Contribute to the Enrichment Committee

General functions:

- Attend departmental meetings
- Assist with implementation of new initiatives and projects
- Adhere to and enforce all Meijer Gardens' policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of associates, volunteers, and general public
- Exhibit strong moral and ethical values
- Other duties as assigned by supervisor

Education and/or Qualifications preferred:

- Currently enrolled in college; Junior or Senior level preferred
- Basic computer skills including Outlook, Excel, Word, Power Point, and Acrobat
- Strong customer service skills; confidence in communicating with diverse population
- Ability to maintain confidential information
- Ability to work 10 – 20 hours per week
- Must complete background check and drug screen with acceptable results

If you are interested in an internship at one of West Michigan's premier cultural institutions ...
send your cover letter and resume to hr@meijergardens.org.