



Job Posting - Human Resources & Volunteer Intern

Posted Date: December 19, 2016

Position: Human Resources & Volunteer Intern

Supervisor: Director of HR & Volunteers

Post Until: position filled

Department: Human Resources & Volunteers

Pay Type: Unpaid Internship

Job Description: The Human Resources & Volunteer Intern may work on a wide variety of HR and Volunteer projects. This is an unpaid internship working approximately 15 - 20 hours per week. The Intern will receive real-world experience and work samples to build his/her professional portfolio. The ideal candidate will bring fresh ideas to the team and actively engage with the organization. The Human Resources & Volunteer Intern will gain knowledge of the importance of volunteers in a non-profit organization along with a better understanding of human resources day-to-day operations.

General Functions:

Human Resources Department Duties:

- Help with recruiting activities
- Assist with new hire orientations
- Assist with planning and implementing Wellness and Enrichment Activities
- Data entry

Volunteer Department Duties:

- Update volunteer emergency contacts (email and data entry)
- Photograph volunteers at work
- Issue volunteer 50 hour passes
- Data entry of volunteer hours
- Collaborate in writing articles for the Bloomin' News newsletter
- Backup Manager-on-Duty (MOD) during special events

Expected Functions:

- Attend departmental and committee 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.

Send Resumes to: Director of Human Resources & Volunteers, hr@meijergardens.org

Frederik Meijer Gardens and Sculpture Park is an EOE.

All candidates are required to submit to our background and drug screening process.