



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – VOLUNTEER RESOURCES INTERN

Department: Human Resources & Volunteers

Supervisor: Volunteer Manager

Pay Type: Hourly, Part-time, Seasonal, Non-Exempt

Position Date: May 2020 – Sep 2020

Date Posted: February 20, 2020

Position Description: The Volunteer Resources Intern will work on a wide variety of Volunteer Management projects. The Intern will receive real-world experience and work samples to build their professional portfolio. The ideal candidate will bring fresh ideas to the team and actively engage with the organization. The Volunteer Resources Intern will gain knowledge of the importance of volunteers in a non-profit organization along with a better understanding of non-profit administration day-to-day operations. For the summer semester, the Volunteer Resources Intern will focus on volunteer functions and sustainability at our Summer Concerts Series and Tuesday Evening Music Club.

Essential Functions:

- Research and strengthen the Recycling Program at concerts
- Evaluate and report on the Concert Volunteer and Concert Recycling programs
- Lead the recycling effort at the Summer Concert Series and Tuesday Evening Music Club; Check in, train, and monitor recycling volunteers; fill in for volunteer shifts when needed
- Take the lead in the returnables efforts by collecting and crushing cans during and after concerts
- Collect and monitor all Volunteer Department materials
- Various administrative projects related to Human Resources and/or Volunteer functions
- Attend departmental meetings
- Other duties as assigned by supervisor

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, 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, members, and guests

Qualifications:

- 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
- Strong interest in sustainability
- Ability to maintain confidential information
- Ability to work 20 – 25 hours per week, primarily evening hours but with flexibility for afternoon meetings and tasks

If you are interested in working for one of West Michigan's premier cultural institutions and with a highly-motivated team...
send your resume to hr@meijergardens.org or apply online at <http://www.meijergardens.org/contact/careers/>.

Frederik Meijer Gardens and Sculpture Park is an Equal Opportunity Employer.
All candidates are required to submit to our background and drug screening process.