Responsible To: Volunteer and Internship Program Manager

Task Description: The intern’s main tasks will be planning volunteer engagement activities, including the annual Volunteer Appreciation Dinner and a themed appreciation week in December. The intern will coordinate some aspects of volunteer communication, mainly the quarterly newsletter and volunteer Facebook page. The intern will also assist with daily activities in the Volunteer Department.

Responsibilities:
- Assist in planning and executing the annual Volunteer Appreciation Dinner. This includes:
  - Tracking guest lists and RSVP’s
  - Creating and coordinating décor, printed pieces, and supplies while working within the set budget for the event
  - Organizing the event’s raffle and tracking prizes as they are received.
  - Other duties as assigned
- Create content for quarterly newsletter. Will include interviewing staff, volunteers, and interns, taking photos, etc.
- Create content for CSC Volunteer Facebook page
- Assist in evaluating programs by gathering informal feedback and surveys
- Assist with day-to-day operations. May include assisting with orientations, making orientation packets, making award certificates, and recognizing volunteer achievements.

Skills Required:
- Very high level of organizational skills
- Detail oriented mindset
- Excellent customer service skills
- Excellent verbal and written communication skills
- Able to work independently as well as with a team
- Proficiency with Microsoft Office
- Ability to work in an open office environment

Skills to be learned:
- Project management for special events
- Experience engaging and managing volunteers
- General knowledge of museum organizational structures

Parameters:
- Intern will not have to directly supervise volunteers

Training Methods:
- On the job training

Time Frame:
- Minimum 120 hours

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org