



## **Volunteer Program Assistant: Non-Paid Internship - One available position**

We are a team of inspired individuals who make a difference in people's lives. Our mission is to provide a home-away-from home for seriously ill children and their families, and to develop other programs and partnerships aimed at improving the lives of children in Hawaii and the Pacific. We are looking to reinforce our team with a student who cares, can take initiative, and prepared to do a lot of good. If you are talented, energetic and excited to share in our commitment of building a greater future, Ronald McDonald House Charities® of Hawaii has an internship opportunity for you.

### **Job Summary:**

The Volunteer Programs Assistant will be responsible for assisting the Volunteer Services Manager with administrative tasks as well as event planning, direction of volunteers, scheduling and recruitment of volunteers. Must have some weekday availability as well as be available to work Saturday, Sunday, and some holidays if needed.

The principal duties include assisting with administrative tasks, volunteer recruitment and volunteer management.

### **Administrative:**

- Creating Volunteer Flyers
- Assist with creating content monthly newsletters for volunteers
- Processing volunteer applications and updating volunteer records
- Keeping volunteer database (paper and electronic) up-to-date and accurate
- Assisting with organization of regular volunteer trainings & orientations

### **Volunteer Recruitment:**

- Attends Outreach and Career Fairs with Volunteer Services Manager
- Creates and updates recruitment materials
- Recruitment of volunteers via social media and other networks

### **Volunteer Management:**

- Corresponding with volunteers and prospective volunteers, mainly through email but occasionally via phone or text messaging
- Assist with supervision of volunteers
- Assist with scheduling individual volunteers, groups and meal sponsors while utilizing a variety of methods, including creating online sign-up sheets

- Assisting with special projects such as special event planning such as Volunteer Appreciation Luncheon and other Appreciation Days
- A variety of other regular clerical & organizational tasks that are integral to the success of a volunteer management program

Qualifications:

- Good written and oral communication skills
- Willingness to work on a flexible schedule
- Professional, motivated, self-starter
- Ability to work with indirect supervision in a busy environment
- Computer experience (must be comfortable with basic functions of excel)
- Good “people skills”

**For consideration please contact:  
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