Position: Volunteer Engagement Intern
Reports to: Community Impact Manager
Position Status: Internship
Stipend: $500 per semester
Total Hours Per Week: 15 hours
Begin and End Dates: June 1, 2020 to August 28, 2020

Description of Agency:
United Way of Larimer County is committed to creating pathways to prosperity that increase opportunities for all people in Larimer County to reach their full potential. With the collective impact of all of us working together, we will have far-reaching, long-lasting results that broaden the path of opportunity and build a more vibrant community. This internship offers the opportunity for students to engage in Community Impact work at United Way and make a difference in our community. It is ideal for someone interested in gaining an understanding of nonprofits management, community building, and volunteerism.

Description of Population:
Interns will meet with community partners, nonprofit organizations, volunteers, and the public and engage them in United Way of Larimer County's mission and programs. They will open discussions and encourage active participation in events, volunteerism and more to help strengthen a resilient community.

Essential Internship Functions:
Internship Duties:
- Support a variety of Community Impact programs by assisting in program management and projects directly related to community building efforts in Larimer County.
- Opportunities to engage in Community Impact programs, including Poverty Simulations, Make a Difference Day, Board Bank, Business Cares, Volunteer Project Leader, Partnership, and others.
- Participate in outreach efforts for United Way and related programs.
- Provide event support.
- Create an internship experience to match own interests when possible.

Other Duties:
- This internship description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the intern for this internship. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications:
Required Experience:
- Proficient computer skills.
- Effective writing and communication skills.
- An understanding of, and commitment to learn about, UWLC Community Impact Plan/Theories of Change, the poverty cycle and cliff effect theories, volunteerism, and concerns relating to poverty in Larimer County.
Skills you may gain:
- Enhanced computer skills. (Word, Excel)
- Gain experience in a nonprofit business and learn nonprofit organization operations.
- Meet and network with local businesses, governmental entities, and nonprofits in Larimer County.
- Participate in informational interviews with United Way of Larimer County management, staff members, and funded agencies.

Work Environment:
- The internship is performed indoors in a traditional office setting. Activities include extended periods of sitting while working at a computer and occasional fast-paced operations and events.

Physical Demands:
- Ability to communicate verbally with volunteers, customers, vendors, management, and other co-workers. Regular use of the telephone and e-mail for communication is essential. Sitting for extended periods is common. Hearing, vision, and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents. No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required. Good manual dexterity for the use of common office equipment such as computer terminals, calculator, copiers, and FAX machines. Good reasoning ability is important. Able to understand and utilize management reports, memos, and other documents to conduct business.

Travel:
- Five percent of travel may be expected for this position. Travel occurs along the Colorado Front Range (i.e. Larimer County, Weld County, Boulder County, Denver Metro Counties, etc.).