



www.nycares.org

Job Title: New York Cares Volunteer Program Development Intern

Duration of Internship: Summer 2006

Relationships

Reports to: Jeanette Gisbert, Director of Volunteer Relations

Internal Contacts: Jeanette Gisbert and Meghan Moloney

External Contacts: Current Project Partners, Team Leaders, and Volunteers

Responsibilities

Specific job responsibilities include:

1. Issue Education Resource Development – The intern will assist Program Managers with researching, reviewing, and collecting resources to be used during New York Cares volunteer projects and orientations. Projects will include a.) Internet research to identify resources such as web sites that provide appropriate lesson plans, effective tutor tips, and innovative tutoring techniques; and b.) Compilation of found resources into a user-friendly supplemental section of an existing Team Leader Resource Manual and power point orientation presentation.
2. Volunteer Activation Analysis – The intern will assist the Volunteer Relations Department with analyzing and interpreting volunteer activity data.
3. Volunteer Recruitment – The intern will work with the Volunteer Relations Department to develop and execute strategies for ensuring that long term (committed) volunteer projects have the necessary amount of volunteers.
4. Year-End Program Evaluation – The intern will assist with collecting year-end program evaluations from Project Partners and Team Leaders. Projects will include a.) sending out evaluations via e-mail or regular mail; and b.) contacting both Team Leaders and Project Partners to review evaluation questions via telephone or in-person meetings.
5. General Administrative Support – The intern will support the Volunteer Relations Department with administrative work as needed.

New York Cares Main Office
214 W. 29th St. 5th Floor
New York, NY 10001
Tel: 212-228-5000 Fax: 212-228-6414
nycares@nycares.org www.nycares.org