

Orlando Science Center

Volunteer Resources Intern

Department: Volunteer Resources

Reports to: Manager of Volunteers

Time Commitment: minimum | semester

Hours: Flexible hours

Summary of Position:

Assist the Manager of Volunteers with creating and implementing programs and activities for Orlando Science Center volunteers. Interns will assist with filing, database entry, identifying prospective volunteers, planning volunteer coverage, and interacting with guests. As well as assisting with other programs as needed.

Oualifications:

Excellent written and verbal communication
Ability to work well with others
Willingness to learn
Positive attitude

Requirements:

2 or more years of college courses, preferably Non-profit Management, Human Resources, Education, Science or Psychology majors.

Attend orientation.

Successfully complete a criminal background check.

Ability to work independently and as part of a team.

Self-motivated to seek out task and projects.

Report on time to work on days scheduled.

Contact Information:

Danielle Kapusin Manager of Volunteers 407.514.2223 dkapusin@osc.org