



401 N. Gibbs Street,
Pomona, CA. 91767
909.921.3618
www.pomonahope.org

Volunteer Management Intern

(FALL SEMESTER 2022)

Brief Organization Overview:

Pomona Hope is a non-profit, faith-based, community organization dedicated to working in partnership with people of all backgrounds to strengthen Pomona's children, families, and neighborhoods.

After School with Pomona Hope welcomes kindergarteners through twelfth graders. We are dedicated to working alongside parents and community members on behalf of Pomona's youth. It is our aim to provide resources and a safe, affirming environment to empower youth to grow and learn.

Location:

401 N. Gibbs Street
Pomona, CA 91767

Description:

- Assist with volunteer recruitment, training, coordination, and scheduling.
- Assist with volunteer data entry and reports of attendance/volunteer hours.
- Ensure volunteers feel supported by checking in with them.
- Attend and/or assist with local outreach events (e.g., church events, college events, city events, and other relevant events).
- Assist with planning volunteer recognition activities (e.g., volunteer appreciation week and/or end of service)
- Research and implement ways to keep current and former volunteers connected.
- Maintain social media pages (including taking photographs/video and interviewing volunteers for promotional purposes).
- Assist students with homework and/or workshops for at least 1 hour/week
- Assist staff with program preparations (filing, organizing books, etc.) for at least 1 hour/week
- Protect the organization's values and individual's privacy by maintaining confidentiality
- Other duties as assigned

Qualifications:

The Volunteer Management Intern should have a desire for deepening their understanding of social justice, community development, and non-profit work. Intern must be working toward a college degree, preferably in a related field (e.g., nonprofit management, sociology, social work, etc.). The ideal Intern should have a desire to create relationships with others on our behalf. This person should be organized, consistent, and very good at communicating with staff and volunteers. Intern should have enthusiasm for the mission of Pomona Hope and the families we serve. Creativity and the ability to address the needs of individual volunteers are a must!

Job Title: Volunteer Management Intern

Number of Openings: 1

Hours per week: 6-8 hours per week; hours flexible (*preferably one day in the morning and one day during program hours*). All hours will be done on-site with the exception of off-site events. Interns are **required** to assist students with homework and/or enrichment workshops during the after-school program to have a broader understanding of Pomona Hope's work in the community. **Program hours are Monday-Thursday from 2:45 p.m-5:30 p.m. and on Wednesday 1:45 p.m.-5:30 p.m.**

Compensation

This is an **Unpaid/Volunteer** internship (*college credit only*)

We encourage you to check with your educational institution for possible funding (*i.e, Pomona College- PCIP, ULV-Federal work-study, etc.*)

Start Date: Position open until filled, **requires full-term commitment** (*approx. 3 months*).

** If selected, interns have the option to extend their internship to a full academic year.*

A live scan (fingerprinting) must be completed prior to working with the students.

To Apply: Please email a cover letter and resume to the Outreach Director

Contact person: Nora Codina | Outreach Director | 909.921.3618 ext. 4 | nora@pomonahope.org