



Serving Cumberland County Since 1919

## **YWCA Carlisle Volunteer Recruitment and Program Visibility Intern – Job Description**

**Reports to:** Community Impact Manager

**Supervises:** May include tasking volunteers with related department work at events and programs; may include supervision of volunteers at events and/or during programs

**Objectives:**

- Understand the way in which YWCA Carlisle's programs impact the community
- Learn about program development, implementation, and management as ideas are translated into tangible programming
- Understand day to day operations of a local non-profit organization

**Primary Responsibilities:** Responsible for assisting the Community Impact Manager and Community Impact Coordinator in recruiting community members to serve as volunteers for YWCA Carlisle's After School Homework Club program at Hamilton Elementary, LeTort Elementary, and Bellaire Elementary, by representing YWCA Carlisle at public speaking engagements and tabling events, in developing a volunteer training program, and in creating presentation materials for each Community Impact program to share with the public.

1. Research and develop volunteer training for YWCA Carlisle's After School Homework Club program with oversight from the Community Impact Manager.
2. Develop marketing materials and presentations for the Community Impact programs for public speaking engagements.
3. Research engagements across Cumberland County that would be beneficial for YWCA Carlisle's program visibility.
4. Attend public speaking engagements and tabling events across Cumberland County as a representative of YWCA Carlisle to promote program visibility and to recruit volunteers.
5. Develop curriculum for the middle school programs Girl Power! and L.E.A.D. as needed.
6. Attend a Racial Justice Committee Meeting, an Empowerment Committee Meeting, and a Finance Committee Meeting.
7. Meet with individual staff within YWCA Carlisle to better understand their roles.
8. Assist with marketing strategies and promotion of YWCA Carlisle programming and events.
9. Assist with the implementation of I.D.E.A. Camps (Interactive Discovery and Educational Adventures) for elementary and middle school students as needed.
10. Perform other duties as assigned.