



JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

Volunteer Program Summer Internship

Reports to: Executive Director
Pay rate/status: \$22.62 (temporary, full-time, non-benefitted position)
Shift: 07/08-8/16/2024
Monday-Friday, 10a-4p; 30 hrs.*
*This is a 6-week, 30 hrs./wk. internship. Depending on request, the district may be able to work with a flexible schedule.
Opening date: 05/29/2024
Closing date: 06/19/2024 or until filled

General statement of duties: Develop a volunteer onboarding process and create related resources.

Distinguishing features of the class: An employee in this classification is responsible developing a volunteer onboarding process including a volunteer manual, related trainings, and revamping district online volunteer portal. Work is performed under the general supervision of the executive director, who reviews work primarily based on results attained and on the accomplishment of outlined objectives and goals. Supervision is not the responsibility of positions in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

- Conduct research and provide recommendations for a district-wide volunteer program.
- Engage with current district volunteers to assess strengths and identify areas for improvement.
- Design and implement a volunteer onboarding process, including recruitment, training, and retention, based on industry best practices.
- Develop detailed job descriptions for various volunteer positions.
- Create a comprehensive district-wide volunteer manual.
- Assist in the recruitment of volunteers for fall athletics and events.
- Deliver exceptional internal and external customer service, fostering a positive experience for staff and patrons through professional, courteous behavior and effective problem resolution.
- Establish and maintain professional and collaborative relationships with staff, agencies, community partners, and the general public, ensuring effective and professional communication.
- Perform additional job-related duties or tasks as assigned.

DESIRABLE QUALIFICATIONS:

(Illustrative only. Any single position of a class will not necessarily involve all the duties listed, and many positions will involve duties that are not listed.)

Knowledge: A basic understanding of parks and recreation, and volunteer programs.

Skills: Effective written and oral communication skills; skills using Microsoft Office Suite.

Abilities: Communicate effectively both verbally and in writing; work successfully with community members, co-workers, and supervisors; work independently.

Physical demands of the position: While performing the duties of this position, the employee is frequently



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required to sit, stand, bend, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 10 pounds on a regular basis such as boxes/bags of activity materials, stacking tables and chairs, etc. Manual dexterity and coordination are required over 75% of the work period while working with children in activities. The employee will likely spend over 90% of the work period indoors, and exposure to temperature extremes is very minimal. Exposure to loud noise is low and never requires ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Personal protective equipment: Nitrile gloves for the administration of First Aid.

Experience and training: Must be a current college student.

Necessary special requirements:

- Ability to pass a criminal background check.

ADDITIONAL INFORMATION:

Equal Opportunity Employer