

SHARE THE POWER OF A WISH®

Volunteer Services Internship

Location: Brighton Office

Supervisor: Volunteer Manager and/or
Volunteer Coordinator

Interns will assist the Volunteer Coordinator and Volunteer Manager with the recruitment of wish granting volunteers by coordinating logistics of trainings and play a role in the continuing education of current volunteers. Please note that you will not be meeting nor interacting with wish children or their families during your internship.

QUALIFICATIONS:

- Currently enrolled in a bachelor or graduate degree program and able to receive college credit
- Ability to work 8+ hours a week for a minimum of 10 weeks
- Strong attention to detail and time management
- Strong written and verbal communication skills
- Personable and friendly attitude for excellent customer service
- Team-oriented and a fast learner

RESPONSIBILITIES

- Manage the physical and electronic volunteer records to ensure compliance and database integrity
- Aid in data input and tracking of volunteer job assignments
- Follow up with wish-granting volunteers to determine if a wish interview has been set
- Help with sending wish enhancement items to volunteers to use for their upcoming wishes
- Help with determining areas of most need for recruiting volunteers
- Reach out to community groups and organizations local to those areas to recruit
- Assist with volunteer recognition
- Assist with the planning of Make-A-Wish Michigan's Volunteer Conference

All internships include some general office support: filing, answering the phones, sorting, data entry, envelope stuffing, cross referencing, etc.

To apply for an internship position, send your resume and cover letter to intern@michigan.wish.org with the subject line "Volunteer Services Internship - Last Name, First Name".

*I wish to meet Doc
McStuffins*

Alexis, 8
congenital heart disease

Make-A-Wish
MICHIGAN

