



## Volunteer Service Description

### Community Outreach Intern

#### **GENERAL RESPONSIBILITIES:**

Understanding and performing in accordance with the values of Catholic Charities of the Archdiocese of Atlanta, Inc; endeavoring to provide quality services to clients; striving to find new, efficient, effective and economical ways to perform tasks; performing job duties in an thorough, accurate and timely manner; cooperating with others in the team; meeting attendance and punctuality standards; conducting business in a professional, courteous and tactful manner; demonstrating respect for the privacy of clients and employees; taking precautions to prevent accidents; and embracing diversity and respect for the cultural differences among clients and other staff.

#### **Specific Responsibilities**

1. Maintain volunteer database
2. Assist staff with volunteer and donation program development
3. Create and maintain partnerships between Catholic Charities and community organizations and individuals
4. Assist with planning and delivery of volunteer training events
5. Perform reference check telephone interviews

**Accountability:** The Community Outreach Intern reports directly to the Volunteer Resources Manager.

**Qualifications:** Driver's license required. An appreciation for different cultures and willingness to work with people of different cultures needed. Fluency in Spanish is an asset, but not required.

**Supervisory Responsibilities:** none

**COMMENTS:** Position is unpaid

**Contact:** Margaret Prickett at [mprickett@archatl.com](mailto:mprickett@archatl.com) to inquire about this opportunity.