Job Description

Job Title: Volunteer Connections Intern
Responsible to: Volunteer Connections Manager
Responsibilities: Volunteer Connections Intern will support the programming and operations of the Volunteer Connections Program.

Job Requirements:

- Earning a degree in Social Services or related field (preferred) or related experience
- Demonstrated interest/skills in human services
- Strong oral and written English language skills
- Working knowledge of computers and software programs, proficient keyboarding skills
- Offers of internship contingent upon acceptable background check

Support programming and operations for the Volunteer Connections Program in the Sioux Empire and Black Hills.

1. Serve as a clearinghouse for volunteer referrals.
    a. Help maintain a comprehensive and accurate database of opportunities. This includes recruiting new agencies and new opportunities and updating the database.
    b. Promote volunteer opportunities through weekly emails. Promote volunteerism at volunteer fairs and community events.
2. Support Volunteer Recognition Events
    a. Support the Sioux Falls Spirit of Volunteerism Breakfast with the Development team.
3. Submit required reports, communications, and documents to the Volunteer Connections Manager

Support the Helpline Center's Internal Volunteer Program.

1. Respond to requests from individuals and groups interested in volunteering at the Helpline Center.
2. Maintain appropriate records on volunteers including documentation of services, hours served, commendations, disciplinary actions, reviews, etc.

Support the Serve and Learn Student Association (SALSA) Program

1. Collaborate with SALSA Specialist to plan and carry out the youth recognition event in April.
2. Help create agendas, arrange speakers, recruit projects and facilitate Serve and Learn Student Association (SALSA) meetings at participating schools.
3. Support a comprehensive and accurate database to record and validate youth volunteer hours and provide hours to students upon individualized requests.

Professionalism

1. Support and carry out the mission of the agency.
2. Follow agency policies, including personnel and programmatic.
3. Participate in the agency and demonstrate team participation and a workplace philosophy that enriches the staff's ability to reach goals and provide a high level of customer service.
4. Develop professional and personal growth through opportunities and involvement.

Additional Duties

1. At times staff will be required to perform additional duties beyond those specified.

Hours: 10 – 30 hours a week based on university internship program requirements. Some weekend and evening availability. This is an unpaid internship.

Updated: October 2026

Employee Signature Date

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Supervisor Signature Date

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