



Shelby Farms Park and Greenline are managed and operated by the 501(c)3 nonprofit organization Shelby Farms Park Conservancy. Our vision is to give rise to a celebrated 21st century park that defines and shapes a great city.

Title: Events + Volunteers Intern

Supervisor: Irene Montanez, Volunteer Coordinator

Purpose: To assist the Events team, including volunteer recruitment

Hours and duration of internship: As assigned by University requirements

Brief position summary: The Events & Volunteers Intern will act in an 'assistant' role to the Volunteer Coordinator

Responsibilities:

Assists in planning and executing the Events Department goals
Recruits and organizes volunteers and volunteer information
Occasional events to be worked on Saturdays and Sundays, which will clearly planned

Requirements and Qualifications:

Experience with Microsoft office (excel, word, etc.)
Driver's license & personal vehicle
People/conversational skills
Ability to perform repetitive task such as stuffing envelopes
Intermediate to advanced organizational skills
Ability to manage multiple projects as needed
Ability to learn volunteer recruitment and retainment

To apply, students should fill out the online form found at this site:

www.shelbyfarmspark.org/internship-opportunities.