



Volunteer Department Internship – Job Description

National Cherry Blossom Festival, Inc., a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking a Volunteer Department Intern to assist Volunteer Manager during the Winter/Spring 2018 semester with the volunteer management program.

Company Description

The National Cherry Blossom Festival, Inc. is a 501(c)(3) not-for-profit organization dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

Job Description

The Volunteer Department Intern will work under the supervision of the Volunteer Manager to assist in the building and management of the 2018 Volunteer Program. The Volunteer Program is a critical element to success of the Festival. The Volunteer Department Intern will complete the following duties:

- Learn and understand events to determine volunteer needs
- Conduct volunteer outreach for both individuals and groups
- Assist in the creation and filling of volunteer committees and subcommittees
- Assist in volunteer engagement through Social Media
- Develop training materials and other volunteer-facing documents
- Participate in event day preparation and management of volunteers
- Troubleshoot event volunteer needs
- Inventory volunteer supplies
- Assist with coordination process and provide onsite assistance for Volunteer Orientation and Volunteer Appreciation event
- Assist with wrap up reports and cataloging successes of the 2018 Volunteer Program
- Other duties and projects as assigned that support the success of the Volunteer Department

Time Requirements

- Minimum requirement of 16 hours per week (Hours and schedule to be determined in consultation with Volunteer Manager)
- Attendance at Orientations, Committee Meetings, Volunteer Engagement Events, and all Signature Event Dates
- Additional weekend hours will be required during the 2018 Festival (March 20, 2018 to April 15, 2018)
- December through early May

Benefits

The Volunteer Department Intern will learn about event logistics, event timelines, and management of volunteers. Such includes how to manage a large volunteer base during a nationally recognized award winning festival, how to problem-solve quickly on-site, and how to remain calm in high-stress situations. The Volunteer Department Intern will also learn how to use a cloud-based database– inputting data, creating new campaigns, exporting reports, and analyzing data.

National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution’s guidelines and requirements. A transportation stipend is available if needed.

Qualifications

Must be:

- Interested in event management
- A Leader
- Eager to learn about event logistics
- Able to stand for long periods of time during event shifts
- Value the importance of attention to detail
- Able to remain calm in high-pressured situations
- Flexible and adaptable; you never know what is going to happen at an event
- Able to get to and from events (transportation stipend available)

Intern must also have a smartphone and laptop or tablet that he/she is willing to use in this position.

Application Instructions

Please send a cover letter and resume to JoAnn Nasser, National Cherry Blossom Festival’s Operations Manager, at jnasser@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.