

Responsible To: Volunteer and Internship Programs Manager

Task Description: The intern's main projects will be to help plan and execute our annual volunteer recognition event(s), which may include a late summer Teen Volunteer Appreciation event and/or a fall Volunteer Appreciation Event for adult volunteers and interns. The intern will also assist with daily activities in the Volunteer Department as well as with other projects.

Responsibilities:

- Recognition: Assist in planning annual volunteer recognition events. This includes:
 - Creating a theme and event design while working within the set budget for the events
 - Soliciting and tracking in-kind donations and corresponding with donors
 - Creating invitations and programs
 - Printing certificates to recognize volunteer accomplishments
 - Other event planning tasks as assigned
- Communications: Create the Volunteer & Internship Programs quarterly newsletter edition. Tasks may include interviewing staff and volunteers, taking photos, drafting content with Science Center news and updates for volunteers.
- Recruitment: Update online listings for volunteer and internship opportunities.
- Onboarding: Assist with summer orientations and onboarding by preparing files and records, making orientation packets, printing documents.
- Assist with day-to-day operations, which may include logging volunteer hours, updating volunteer news bulletin boards, and other administrative tasks.

Skills Required:

- High level of organizational skills and detail-oriented mindset
- Excellent verbal and written communication skills
- Able to work independently as well as with a team
- Proficiency with Microsoft Office and Excel
- Ability to work in an open office environment

Skills to be learned:

- Project management for events
- Volunteer Engagement best practices
- General knowledge of museum organizational structures

Parameters:

- Intern will not directly manage volunteers

Training Methods:

- Required internship orientation session
- On the job training
- Shadow Volunteer and Internship Programs staff

Time Frame:

- Minimum 120 hours to be completed during the summer

Clearances

- Upon acceptance into the program, all interns are required to provide and pay for background checks and clearances. Act 33 and 34 Clearances are free for interns.
- Interns who have lived in Pennsylvania for at least 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34).
- Interns who have lived in Pennsylvania for less than 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to:



**Carnegie Science Center
Internship Program
*Volunteer Engagement and Event Intern***

Internship Program

Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org