

Volunteer Recruitment Intern

Internship Department: Volunteer

Objective: To gain experience in the field of volunteer management by assisting in both the administrative and the creative aspects of the job. The intern will focus mostly on recruitment of new volunteers for the Peggy Notebaert Nature Museum.

Responsibilities: The Nature Museum seeks to diversify its volunteer force in terms of age and academic and professional background. The intern will be responsible for creating a new volunteer recruitment plan that targets young, active people with a background in biology or education. Upon completion of the recruitment plan, the intern will begin to implement that plan. This may involve travel to colleges and universities in the area, all within the Chicago city limits. Additional responsibilities will include data entry and organizing the Museum's volunteer lounge to better meet the needs of current volunteers.

Final Product: An executive summary and a comprehensive recruitment plan that the Volunteer Department can use for the next several years.

Qualifications:

- Strong written and verbal communication skills
- Proficiency in all Microsoft programs and ability to learn a new internet-based program
- Ability to initiate conversations with new people, both in person and on the phone
- Excellent organizational skills
- Prior volunteer experience at a nonprofit organization is a plus

Minimum GPA: 3.0

Desired year in school: Junior, Senior, Graduate, or recent graduate

Paid/Unpaid: Unpaid

Desired majors: All are welcome

Time Commitment: Two days per week, 11am to 4pm, pick any two days Tuesday – Saturday

How to Apply: The following materials are required in order for your application to be considered:

1. Completed Application
2. Resume
3. Cover Letter
4. Letter of Recommendation

Complete the intern application at <http://www.surveymonkey.com/s/2NBV8YG>. Submit all other materials via email to internships@naturemuseum.org. It is best to submit your documents as attachments in PDF format to prevent file corruption. Letters of recommendation should be sent as attachments directly from the recommender to internships@naturemuseum.org. Letters emailed from the applicant will not be accepted.

Application Deadline: August 31



THE PEGGY NOTEBAERT
**NATURE
MUSEUM**
The Museum of the Chicago Academy of Sciences