



Volunteer Services Intern

Position Description

Purpose

The Volunteer Services Intern supports the Volunteer Program at Ronald McDonald House Charities of Eastern North Carolina. This role provides hands-on experience in volunteer engagement, nonprofit operations, and event coordination while learning how volunteers drive the mission of RMHC-ENC.

The intern will assist with volunteer recruitment, recognition, data management, and special events while gaining exposure to the many ways volunteers support the organization, including meal groups, individual volunteers, community groups, and fundraising events. This internship is ideal for students interested in nonprofit management, hospitality, event planning, communications, business administration, or human services.

Responsibilities

- Assist with volunteer engagement initiatives across all RMHC-ENC volunteer programs.
- Support volunteer appreciation and recognition efforts, including planning the annual Volunteer Appreciation Event.
- Assist with volunteer data management, recordkeeping, and reporting.
- Help maintain volunteer recognition of milestones, anniversaries, and program communications.
- Support volunteer coordination for special events, fundraisers, and community engagement opportunities.
- Assist with volunteer recruitment efforts and outreach initiatives.
- Help develop and improve volunteer procedures, resources, and program materials.
- Complete a semester-long project designed to enhance volunteer engagement, recognition, or program operations.

Learning Opportunities

Interns will gain experience in:

- Volunteer management and engagement
- Nonprofit operations and administration
- Event planning and coordination
- Community outreach and partnership development
- Data management and program evaluation
- Volunteer recognition and retention strategies
- Fundraising and special event support

Internship Details

- Semester-based internship (Fall, Spring, or Summer)
- Flexible schedule coordinated with supervisor and academic requirements