



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 Volunteer Management Program Intern(s) to assist the Volunteer Manager during the Winter/Spring 2019 semester with the volunteer management program. Over the course of the month long festival the Volunteer Department will recruit, secure, train, manage and place over a 1,000 volunteers between our six signature events including the Blossom Kite Festival and the National Cherry Blossom Festival Parade presented by Events DC. Your work with the Volunteer Department will directly support these goals.

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 Management Program Intern(s) will work under the supervision of the Volunteer Manager to assist in the building and management of the 2019 Volunteer Program. Tasks include but are not limited to:

- Learning about Signature Events to determine volunteer needs.
- Conducting volunteer outreach and recruitment
- Creating and filling committee roles
- Assisting in volunteer engagement through Social Media
- Developing training materials and other volunteer-facing documents
- Participate in Event logistics and management of volunteers onsite at Signature Events
- Troubleshooting Event volunteer needs
- Volunteer database management
- Key metrics reporting and more

Time Requirements

- 16 hours per week (Hours and schedule to be determined in consultation with the Volunteer Manager)
- Including Orientation, Committee Meetings, Volunteer Engagement Events and Signature Events
- Additional weekend hours will be required during the 2019 Festival (March 20 to April 14, 2019)

Benefits

The Volunteer Management Program 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 and nationally televised parade, how to problem-solve on-site logistics, 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 and logistics
- Comfortable leading, training and managing teens to adults
- 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 Cassandra Kearse, National Cherry Blossom Festival’s Volunteer Manager, at kkearse@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.