



Volunteer Program Management Internship Posting

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 2020 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

- January – May 2020
- Between 20-25 hours per week between 9:00AM and 5:00PM through early May (Hours and schedule to be determined in consultation with the Volunteer Manager)

Qualifications

- Currently enrolled in an accredited university or college as a full-time undergraduate or graduate student
- 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)

Compensation

National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution's guidelines and requirements. Monthly transportation stipend is available for interns who work at least 16 hours a week.

Application Instructions

Please send a cover letter and resume to Tasha Stiger, National Cherry Blossom Festival's Volunteer Manager, at volunteer@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.