

# ***Outreach***

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## **Community Ministries**

***OCM Volunteer Management  
Internship  
(Bachelor's level)***

***Summer/Fall 2016***

### ***Outreach Community Ministries Volunteer Management***

*130 W. Liberty Drive, Wheaton, IL 60187*

#### ***Who We Are***

Outreach Community Ministries is a Christian community service organization, striving to put Christian faith into responsible action. The organization has been called into existence by local churches to respond supportively to the needs of young people and their families. The organization is committed to providing excellence in human services and demonstrating compassion for the whole person.

#### ***Volunteer Management***

Volunteers play a vital role in the work and ministry of Outreach Community Ministries. Each volunteer who contributes time, talent and energy to our programs also contributes to the fulfillment of Outreach's mission. Volunteer management at Outreach is facilitated by a full-time Volunteer Director who interfaces with staff and programs across the agency, local churches, local businesses and community and civic groups. The responsibilities of the Volunteer Director include the development of marketing strategies and materials to recruit volunteers, volunteer screening and selection, resourcing volunteer managers throughout the agency, managing a web-based volunteer database and the development and revision of volunteer management policies and procedures. The Volunteer Director also plays a key role in orchestrating the Annual Christmas Store in Carol Stream which is a joint effort of local churches, businesses, organizations and individuals to create an opportunity for low-income families to purchase brand new and discounted gifts for their children for Christmas. In 2010, 379 families shopped for almost 1,072 children through the efforts of more than 300 volunteers.

#### ***Intern Responsibilities and Opportunities***

The intern will collaborate with and support the Volunteer Director in work with both event volunteers and ongoing/relational volunteers at Outreach. If the internship falls between June-December, the intern will play an active role in the planning, coordination and implementation of the Annual Christmas Store. There is some flexibility in designing the internship to fit the intern's academic needs.

Responsibilities could include:

- Develop marketing materials for volunteer recruitment
- Participate in volunteer selection process including interviews and references checks
- Database management
- Event planning

- Responsibilities related to the Annual Christmas Store could include:
- Develop and implement recruitment strategy for volunteers
- Participate in committee meetings
- Schedule and train volunteers
- Prepare report of volunteer activity
- Participate in several volunteer roles

### ***Training and Supervision***

The intern will receive exposure to the overall working of a Christian, community based social service ministry and its volunteer management structure, policies and procedures. The intern will develop their skills in marketing, event planning, organizational communication and become familiar with a volunteer management database. The intern will also grow their understanding of the critical role played by volunteers at all levels of not-for-profit organizations. Weekly individual supervision will be provided.

### ***Hours***

Interns must be available for a minimum of 15 hours each week, Monday through Friday between 9 a.m. and 5 p.m. Attendance at an occasional weekend or evening event may be expected. Strongly prefer that the intern be available to work the day of the Christmas Store. This internship can run from June—December or August—December.

### ***Requirements***

Volunteer management internships are available for bachelor's level students. Strong interpersonal and organizational skills, detail-orientation, basic computer skills (Word, Excel, and Publisher), professional phone presence and willingness to participate in a wide range of activities are required. Some volunteer experience strongly preferred. Applicants must be supportive of the agency's statement of Mission and Faith. Interns must provide their own transportation.

### ***For More Information, or to Apply***

To inquire about all internship opportunities at OCM, Inc. or to apply, please contact:

Penni Cannova, Recruiting & Hiring Specialist  
 Outreach Community Ministries  
 122 West Liberty, Wheaton, IL 60187  
 630.682.1910 x205  
[pcannova@outreachcommin.org](mailto:pcannova@outreachcommin.org)

For more information on the Volunteer Management Program, please contact:

LaTanya Gatewood, Director of Volunteer Services  
 Outreach Community Ministries  
 122 West Liberty, Wheaton, IL 60187  
 630.682.1910 x206  
[kgatewood@outreachcommin.org](mailto:kgatewood@outreachcommin.org)