



2019- 2020 VOLUNTEER MANAGEMENT INTERN

Job Description

Want a seriously awesome internship? Get an insider's look at Gilda's LaughFest, the nation's first-ever community-wide festival of laughter and one of the nation's marquee events for both participants and artists. This major 10- day Midwest festival is based in Grand Rapids and includes events throughout West Michigan. Created by Gilda's Club Grand Rapids and launched in March 2011 to celebrate laughter for the health of it, the festival features stand-up, improv, showcases, and a variety of seriously funny stuff.

It's an internship with a cause: all proceeds from LaughFest benefit the programs offered through Gilda's Club Grand Rapids, a free community with a comprehensive program of education, structured sharing times, networking, lectures, workshops, and social activities designed to support emotional health.

Gilda's LaughFest is seeking a Volunteer Management Intern for the 2020 Festival. The Volunteer Management Intern is responsible for assisting with the recruitment, scheduling and training of and communications to LaughFest volunteers to help ensure their best-possible experience. The 10th Annual LaughFest will be held March 5-15, 2020.

This is an **unpaid** internship for approx. October/November 2019 – April 2020, up to 20 hours per week (higher hours during 10 days of the festival in March and reduced hours April 2020 for wrap up). Candidate must be able to complete the internship. Please note, part of the festival commonly falls within local colleges' spring break time; intern must be present for the duration of the festival. Experience may count toward school credit.

Essential Job Functions

- Monitor volunteer inbox, respond to emails
- Schedule & coordinate volunteer groups
- Recruit volunteers / help ensure volunteer shifts get filled
- Assist with Volunteer Portal management / process volunteer applications
- Assist with volunteer training sessions
- Assist in managing general & special volunteer teams
- Attend meetings related to Volunteer Program, take minutes
- Serve as point-person for office volunteers
- Volunteer reports & analysis, support
- Volunteer area process documentation & folder cleanup
- Event support (planning phase, event itself, post-event analysis)
- Administrative support to team as needed / other projects TBD
- Interns do program observation, write goals & learning objectives and complete final wrap ups / written reflections, etc.
- Weekly meetings with staff supervisor

Minimum Requirements

- Actively enrolled in an accredited college or university in the fields of communication, health communication, public relations, nonprofit management, business, marketing or related field (preferred)
- Highly organized and detail oriented
- Excellent ability to communicate in person, print and electronically to variable audiences
- Ability to manage multiple projects simultaneously
- High level of integrity, diplomacy and initiative
- Writing and copy-editing experience is preferred
- Proficiency with Microsoft Office applications (especially Word & Excel) and Google (preferred)
- Pre- and Post-Festival, complete work during normal business hours (between 8:30AM-6:00PM) with some flexibility to assist occasionally evenings/weekends
- Commitment to providing up to 16 hours of assistance per week

Applicants, please email Résumé and Cover Letter to Ben Mephram, Volunteer Manager at bmepham@laughfestgr.org. No calls please.