

Volunteer Services Internship

Family Futures is a parent-focused West Michigan nonprofit dedicated to building safe and strong families. Every semester, Family Futures is fortunate to have dedicated interns from a wide range of backgrounds that donate their skills and time to support our work throughout the community.

Volunteer services interns gain practical understanding of nonprofit volunteer management. This position provides a well-rounded experience in prevention, nonprofit work, volunteer management best practices and project coordination.

Duties & Responsibilities

- Support Family Futures programs and staff by coordinating day-to-day volunteer projects
- Assist coordination of volunteer appreciation and professional development opportunities
- Build relationships with current and future volunteers
- Set up and coordinate volunteer orientations
- Aid in monthly program reporting, outcomes, and evaluation
- Create monthly volunteer newsletter spotlighting a volunteer, explaining monthly outcomes, promoting volunteer accomplishments, and upcoming opportunities
- Network with local colleges, universities, businesses, and organizations to recruit volunteers
- Update and navigate volunteer database
- Support internship program
- General administrative, clerical, and receptionist support

General Requirements

- Current college student or recent graduate
- Interest in nonprofits
- Ability to work independently and as part of a team
- Strong written and verbal communications skills
- Strong Microsoft Office skills
- Detail oriented
- Effective time management and organization, even with frequent interruptions
- Maintain confidentiality
- At least 15 hours per week

Preferred Qualifications

- Strong relationship building skills
- Strong organizational and planning skills

Application Instructions

- Complete the online [internship application](#) and upload a current resume and cover letter.
- For more information, please contact internship@familyfutures.net.