

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 networking, public relations, nonprofit work, volunteer management best practices and project coordination. This intern will be part of the larger team to provide support to other areas of the organization as needed. This internship position is unpaid but college credit can be earned.

Duties & Responsibilities May Include

- 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
- Aid in monthly program reporting, outcomes, and evaluation
- Network with local colleges, universities, businesses, and organizations to recruit volunteers
- Update and navigate volunteer database
- Support internship program
- Implement and revise current policy and procedures related to current grants and programs as needed

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
- Strong relationship building skills
- Strong organizational and planning skills
- Ability to work autonomously
- At least 12 hours per week

Application Instructions

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