

**DENTON COUNTY FRIENDS OF THE FAMILY, INC.**  
**Community Resources Intern**

**Hours:** 10+ hours per week, flexible

**Reports to:** Community Resources Coordinator

**Preferred Majors:** ANY

**Job Description:**

- Assist with scheduled trainings throughout the year
- Maintain volunteer and in-kind donations files/databases
- Evaluate volunteer program and assist in creating improved formats for volunteer recruitment, orientation and retention
- Solicit and manage in-kind donations
- Assist in planning and implementing special events

**Job Requirements:**

- Complete volunteer application and background check
- Attend Intern Orientation
- Maintain client and staff confidentiality and abide by the agency's Ethical Statement
- Excellent written and oral communication skills
- Understanding and support of the agency's mission

**Benefits:**

- Strengthen management skills and be a contributing member to team and diverse population
- Network within the community and experience the operations of a non-profit agency
- Build confidence and leadership skills
- Interact with cohesive team and participate in all aspects of volunteer management