

<b>Organization Name:</b>	The Sustainability Center
<b>Web Address:</b>	Not yet created
<b>Project 1: <i>Sustainability Internship Coordinator</i></b>	
<b>Project Description:</b> Report to and work in partnership with The Sustainability Center Coordinator. The Sustainability Internship Coordinator will manage and support interns, work-study students and volunteers for The Sustainability Center and local green businesses / organizations to ensure successful placement for both students and hosts. Position will also support the recognition and promotion of intern work in the community.	
<p><b>General</b> (recruitment of interns for SIP, targeting 15 students / semester)</p> <ul style="list-style-type: none"> <li>• Collaborate with area colleges and high schools to recruit students</li> <li>• Recruit community volunteers</li> <li>• Recruit and screen host organizations and businesses</li> <li>• Develop and manage database of students and hosts, hours and service details</li> <li>• Implement pre- and post- placement assessment</li> <li>• Coordinate training for students and hosts</li> <li>• Organize and implement pre- and post- placement events</li> </ul> <p>Specific to operation of The Sustainability Center (Recruitment goal: 5-8 volunteers per semester)</p> <p>Create and maintain weekly schedule of volunteers for operation of The Sustainability Center ;</p> <p>Ensure staff coverage for hours of operation;</p> <p>Train volunteers to operate The Sustainability Center, tour visitors, and lead interactive / educational programs.</p>	
<p><b>Skills or Education Required:</b></p> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Supervisory experience, Excellent organizational skills; Database management, MS Office; Outstanding communication skills; Self-starter, able to work independently; Excellent interpersonal skills, team player, able to work collaboratively; High energy level and enthusiastic</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Project / Event / Volunteer coordination experience</li> </ul>	
<b>Total Project Hours or Weekly Time Commitment:</b> Duration: 10 hours per week; Requested commitment of one year (or 2 full semesters)	
<b>Intern Workspace:</b> The organization does not have office space to host the intern. It is possible for the intern to complete this work remotely.	
<b>Funding:</b> This is a volunteer position.	