

Volunteer Recruitment Internship

The Volunteer Recruitment Intern will play a key role in identifying, engaging, and coordinating volunteers to support H.U.G.'s initiatives. This position involves collaborating with the organization to assess volunteer needs, building partnerships to source potential candidates, and developing a structured recruitment process. The ideal candidate is an excellent communicator, proactive networker, and detail-oriented organizer with a passion for community engagement.

Key Responsibilities:

- Assist in coordinating and scheduling volunteers for H.U.G. programs.
- Ensure that volunteers are effectively utilized, engaged, and supported.
- Respond to volunteer inquiries in a timely and professional manner.
- Help organize Volunteer Recognition Activities to appreciate and retain volunteers.
- Maintain confidentiality to protect the integrity of H.U.G. and its volunteers.
- Support Volunteer Recruitment and Outreach Events to attract new volunteers.
- Identify and establish partnerships with institutions, online platforms, and social networks to expand volunteer recruitment efforts.
- Vet prospective volunteers to ensure alignment with H.U.G.'s mission and requirements.

Qualifications & Skills:

- Currently pursuing a college degree in a relevant field (e.g., Business Administration, Nonprofit Management, Social Work).
- Prior experience in volunteer engagement, recruitment, or coordination is a plus.
- Strong written and verbal communication skills.
- Ability to interact professionally with staff, volunteers, and community partners.
- Excellent organizational and multitasking abilities, with a keen attention to detail.
- Self-motivated and able to manage tasks independently while meeting deadlines.
- Passion for H.U.G.'s mission and a commitment to serving students and schools.

This internship provides hands-on experience in volunteer management, community outreach, and nonprofit operations, making it a great opportunity for individuals looking to build skills in recruitment and engagement. If you're enthusiastic about making a difference, we encourage you to apply!