



Community Ministries

*OCM Volunteer Management Internship
(Bachelor's level)*

Summer/ Fall 2010

Outreach Community Ministries Volunteer Management

130 W. Liberty Drive, Wheaton, IL 60187

Who We Are

Outreach Community Ministries is an interdenominational community service organization, striving to put Christian faith into responsible action. The organization has been called into existence by local churches to respond supportively to the needs of young people and their families. The organization is committed to providing excellence in human services and demonstrating compassion for the whole person. Outreach Community Ministries also offers services through Warrenville Youth & Family Services (WYFS), The Outreach Community Center in Carol Stream (OCC) and Wheaton Youth Outreach (WYO).

Volunteer Management

Volunteers play a vital role in the work and ministry of Outreach Community Ministries. Each volunteer who contributes time, talent and energy to our programs also contributes to the fulfillment of Outreach's mission. Volunteer management at Outreach is facilitated by a full-time Volunteer Coordinator who interfaces with staff and programs across the agency, local churches, local businesses and community and civic groups. The responsibilities of the Volunteer Coordinator include the development of marketing strategies and materials to recruit volunteers, volunteer screening and selection, resourcing volunteer managers throughout the agency, managing a web-based volunteer database and the development and revision of volunteer management policies and procedures. The Volunteer Coordinator also plays a key role in orchestrating the Annual Christmas Store in Carol Stream which is a joint effort of local churches, businesses, organizations and individuals to create an opportunity for low-income families to purchase brand new and discounted gifts for their children for Christmas. In 2008, 386 families shopped for almost 1,000 children through the efforts of more than 300 volunteers.

Intern Responsibilities and Opportunities

The intern will collaborate with and support the Volunteer Coordinator in work with both event volunteers and ongoing/relational volunteers at Outreach. The intern will also play an active role in the planning, coordination and implementation of the Annual Christmas Store which will be held on Saturday, December 11, 2010. There is some flexibility in designing the internship to fit the intern's academic needs.

Responsibilities could include:

- Developing marketing materials for volunteer recruitment
- Participate in volunteer selection process including interviews and references checks
- Database management
- Event planning

(See other side)

- Responsibilities related to the Annual Christmas Store could include:
- Communication with local churches, businesses, organizations and community groups around gift drives
- Participate in committee meetings
- Equip volunteers to organize and implement gift drives at their church or business
- Schedule and train volunteers
- Create reports for board members, managers and gift drive organizers around the results of the Christmas Store
- Revise the policy and procedure manual for the Christmas Store

Training and Supervision

The intern will receive exposure to the overall working of a Christian, community based social service ministry and its volunteer management structure, policies and procedures. The intern will develop their skills in marketing, event planning, organizational communication and become familiar with a volunteer management database. The intern will also grow their understanding of the critical role played by volunteers at all levels of not-for-profit organizations. Weekly individual supervision will be provided.

Hours

Interns must be available for a minimum of 15 hours each week, Monday through Friday between 9am and 5pm. Attendance at an occasional weekend or evening event may be expected. This internship can run from June—December or August—December.

Requirements

Volunteer management internships are available for bachelor's level students. Strong interpersonal and organizational skills, detail-orientation, basic computer skills (Word, Excel, Publisher), professional phone presence and willingness to participate in a wide range of activities are required. Some volunteer experience strongly preferred. Applicants must be supportive of the agency's statement of Mission and Faith. Interns must provide their own transportation.

For More Information, or to Apply

To inquire about all internship opportunities at OCM, Inc. or to apply, please contact:

Dolly Cruz, Human Resources Assistant
 Outreach Community Ministries
 122 West Liberty, Wheaton, IL 60187
 (630) 682-1910, ext 254
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For more information on the Volunteer Management Program, please contact:

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