

Volunteer Services Internship

The Volunteer Services Department of High Point Regional Health System is seeking a mature, self starter who would enjoy working in a fast-paced, creative, fun work environment and can easily establish a rapport with others. This intern would gain experience in areas such as personnel management, interviewing, recruitment, public speaking, and event planning.

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This is an academic non-paid internship.

Qualifications:

- Enrolled in internship course where student will receive class credit
- Currently enrolled in a B.A. Degree program with emphasis in Health Administration, Business, Communication, Customer Service, Non Profit Management, or Social Work
 - Excellent leadership skills
 - Excellent written and verbal communication skills
 - Ability to manage and build relationships with others
 - Positive attitude, flexibility, and problem solving mentality

Commitment

- Intern needed for spring, summer or fall semesters
- Flexible hours/dates, but at least 15 hours a week

Responsibilities include but are not limited to, assisting in:

- **Volunteer Management, Retention and Recruitment**
(train and round on volunteers, attend volunteer fairs, explore recruitment ideas, perform competency rounds on volunteers, attend hospital committee meetings, write newsletter articles)
- **Event Planning and Presentations**
(assist with orientation, recognition events, educational sessions)
- **The PATH teen volunteer program**
(application process, interviewing, training, creating exciting Hot Topic events)
- **Computer and Office Support**
Help facilitate administrative needs for the Volunteer Department
(Create and modify Word, Excel, Publisher, Powerpoint documents)

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Volunteer Services office hours are Monday through Friday, 8am-5pm.

Please submit resume by November 1, 2010
Selection will be completed by November 22, 2010

Please send resume to:
Bobbi Watkins or Jennifer Shaw
bwatkins@hprhs.com
jshaw@hprhs.com
336-878-6000 ext 2807