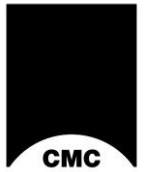


Intern Position Description



Department: Volunteer & Intern Services

Intern Title: Volunteer Program Intern

Purpose: To assist the Director of Volunteer & Intern Services in managing Cincinnati Museum Center's volunteer program and effectively and vibrantly interact with volunteers who have a variety of backgrounds and experiences.

Background: Cincinnati Museum Center's volunteer program consists of over 400 dedicated adult volunteers. These volunteers offer their time and talents to a variety of departments including exhibits and galleries, Volunteer & Intern Services, marketing, human resources, finance, philanthropy, science and history objects collections, various laboratories including paleontology, archaeology and DNA labs.

Location:

Cincinnati Museum Center at Union Terminal – 1301 Western Avenue, Cincinnati, Ohio 45203

Key Responsibilities:

- Learn and assist others in the use of Better Impact's MyImpactPage – volunteer management software (on-the-job training provided)
- Utilize the volunteer database software (Better Impact) to post opportunities, track volunteer qualifications and trainings, communicate with volunteers and assist with generating reports
- Update external recruitment sites (GiveOneforCincy, Cincinnati Cares, Handshake, etc.)
- Assist the Director of Volunteer & Intern Services in conducting new volunteer orientations, trainings and other onboarding tasks
- Place and manage uniform orders as needed
- Ensure new volunteer positions have accompanying Volunteer Position Descriptions
- Work with Museum Center experts to provide regular trainings for adult volunteers around topics of exhibit content and customer service, positive guest interaction, and museum education best practices
- Assist and run adult volunteer gallery trainings (Museum Ambassador Program – MAP)
- Represent Cincinnati Museum Center with credibility, curiosity, and a sense of radical welcome

Requirements:

- Must record all hours worked as in intern in Better Impact's MyImpactPage
- Students pursuing a career in human resources management, personnel management roles, non-profit management or museum studies are preferred
- Must have the ability to work well with diverse members of the community and members of CMC's volunteer and staff base – includes but is not limited to cultural, ability/disability, race, age, skill, background, ethnic and gender identity
- Ability to adapt any trainings conducted to a variety of abilities (e.g. ability to adapt written or online training materials for non-readers)
- Excellent oral and written communication skills
- Well organized and detail oriented
- High level of interpersonal skills
- Strong computer skills and experience working with Microsoft Office software products
- Ability to learn volunteer management computer software quickly

Intern Position Description

Reports To: Angie Smorey, Director of Volunteer & Intern Services

Length of Appointment: (standard is 10 weeks)

Time Commitment: Complete between 150-200 hours during the course of the internship. Can be arranged with supervisor. Standard days available are Monday through Friday, with occasional weekends.

Benefits:

- Free admission to all permanent CMC exhibits and access to the National Underground Railroad Freedom Center
- Free parking at Cincinnati Museum Center locations
- Discounts at food locations
- Invitations to select exhibit previews, special events and lectures
- Professional development, training opportunities and work experience

Dress Code: Office casual for most days, CMC uniform on training days.

Age Requirement, if any: 18+

Eligible candidates considering an internship are defined as individuals who meet one or more of the following criteria:

- Currently enrolled as an undergraduate student
- Currently enrolled as a graduate student
- Have graduated within the past year