

Volunteer Resources Intern

NAMI Minnesota's mission is to champion justice, dignity, and respect for all people affected by mental illness (biological brain disorders). Through education, advocacy, and support, we strive to eliminate the pervasive stigma of mental illness, affect positive changes in the mental health system, and increase the public and professional understanding of mental illness.

The **volunteer resources intern** will get to experience the entire process of volunteer coordination including recruitment, screening and interviewing, placement, evaluation, and appreciation. The spring intern will assist with planning the annual volunteer appreciation picnic and ice cream social and the summer intern will assist with coordinating volunteers for NAMI Minnesota's booth in the education building at the state fair and for NAMIWalks.

Commitment: Six to Ten Hours per Week
Three Month Commitment

Responsibilities and Duties

- Become familiar with NAMI Minnesota's programs and its volunteer needs and opportunities.
- Contact people interested in volunteering and send them the volunteer application and list of volunteer opportunities.
- Assist in screening applications, setting up interviews, and interviewing potential volunteers.
- Participate in volunteer evaluations.
- Plan the annual volunteer appreciation party including creating and mailing invitations, securing donated gifts, and organizing the venue and food.
- Post internships on the Minnesota Council of Nonprofits' website, Idealist's website, and at all the colleges and universities in Minnesota.
- Record hours worked in the volunteer log.
- Participate in a mid-internship interview and complete a post-internship evaluation.
- Other duties as assigned.

Qualifications

- Interest in volunteer resources and a willingness to learn about mental illness.
- Excellent people skills including good written and oral communication and the ability to establish relationships with people.
- Comfort using and talking to people on the phone.
- Organized with attention to detail.
- Basic computer skills including the ability to make a simple spreadsheet in Excel (no formulas).
- Able to present a professional appearance when representing NAMI Minnesota in the community or to potential volunteers.
- Must be a NAMI Minnesota member or willing to join. Membership starts at \$3 (Open Door level).

Benefits

- Gain understanding of mental illness and NAMI Minnesota.
- Learn how to run a volunteer resources department at a small nonprofit.
- Help increase the number of volunteers at NAMI Minnesota and assist in fulfilling unmet needs.
- Increase the public understanding of mental illness and NAMI Minnesota.
- Assist in eliminating the pervasive stigma of mental illness.
- An invitation to the annual volunteer appreciation party.

For More Information Contact:
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Page 1 of 1