COMMUNITY SERVICE INTERN JOB DESCRIPTION



Reports To

Connection Center Coordinator Kelly Voss kelly.voss@loveinccv.org 319.529.3669

Purpose

Participate in group service projects to deliver furniture or offer yard work for households in need.

Time Commitment

20-30 total hours per semester

Responsibilities

- 1. Complete orientation and agree to follow volunteer policies pertaining to the area of community service being provided
- 2. Load and unload furniture and/or small goods from donor's homes or partner churches and deliver them to client's homes
- 3. Communicate gratitude to all donors
- 4. Listen and pray with clients during the drop off appointments, if appropriate
- 5. Communicate with the Connection Center Coordinator regarding the status of your volunteer experience after service completed
- 6. Collect client signature on Love INC release forms and return office copy to Love INC
- 7. Maintain client confidentiality
- 8. Maintain a positive attitude with staff, volunteers and clients

Qualifications

- 1. Be available to volunteer at least one day bi-monthly; average 3 hours of service per deployment
- 2. Ability to follow directions or navigate our service area using a personal GPS
- 3. Ability to lift and maneuver heavy or awkward objects
- 4. Ability to remain calm under pressure
- 5. Ability to problem solve
- 6. Empathetic, non-judgmental attitude
- 7. Good communication skills
- 8. Ability to work as part of a team, and a willingness to accept instructions from a team leader