



Volunteer Tennessee AmeriCorps Intern – Unpaid

Internship Contact: Latiyfa Fields
Latiyfa.Fields@tn.gov • 615.253.2805

Position Description: Volunteer Tennessee is seeking a motivated and dedicated individual to join our team as an AmeriCorps Program Intern. The intern will play a crucial role in supporting the administration and coordination of AmeriCorps programs throughout the state. This position offers a unique opportunity to gain hands-on experience in program management, volunteer recruitment, and community engagement. Join us in our mission to build a stronger, more resilient Tennessee through the power of service.

About Volunteer Tennessee: Volunteer Tennessee is a state agency committed to strengthening communities through volunteerism and service. As the state service commission, Volunteer Tennessee administers AmeriCorps programs, promotes volunteerism, and supports initiatives that address critical community needs across Tennessee.

Key Responsibilities:

1. Assist with AmeriCorps program recruitment, including outreach to potential host sites and applicants.
2. Coordinate training and orientation sessions for AmeriCorps members and host site supervisors.
3. Support the selection process for AmeriCorps members, including reviewing applications and conducting interviews.
4. Assist with the development and implementation of program evaluation tools to assess program effectiveness and impact.
5. Provide ongoing support to AmeriCorps members and host sites, including troubleshooting issues and facilitating communication.
6. Help organize and participate in AmeriCorps events, such as service projects, recognition ceremonies, and professional development workshops.
7. Maintain accurate records and databases related to AmeriCorps program activities and participants.
8. Contribute to the creation of promotional materials and communication strategies to raise awareness of AmeriCorps opportunities statewide.

Qualifications:

- Passion for volunteerism, community service, and making a positive impact
- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Ability to work independently and as part of a team
- Detail-oriented with a commitment to accuracy
- Proficiency in Microsoft Office Suite and Google Workspace
- Previous experience with AmeriCorps or other national service programs is preferred but not required
- Bachelor's degree in a relevant field or equivalent experience

Benefits:

- Gain valuable experience in program management, volunteer recruitment, and community engagement
- Networking opportunities with professionals in the nonprofit and service sectors
- Professional development and training opportunities

Duration and Commitment: This internship is for the 2024 summer and/or fall semester, with a flexible schedule of 10-20 hours per week. While the position is unpaid, it offers a valuable opportunity to gain practical experience in the field of administration and corporate social responsibility.

To Apply:

Please complete the [application](#). Applications will be reviewed on a rolling basis until the position is filled.

Volunteer Tennessee is an equal opportunity employer committed to diversity and inclusion in the workplace.