



**Thank you for your interest in the VolunteerLEON-Leon County Volunteer Center Internship Program!**

Please return a copy of the below position description, a completed Leon County Internship Application, and a copy of your resume to the VolunteerLEON Internship Coordinator. The documents can be sent by mail, fax – (850) 606-1971, or email – [bidlingmaiera@leoncountyfl.gov](mailto:bidlingmaiera@leoncountyfl.gov). If you have any questions, please do not hesitate to call the VolunteerLEON office at 606-1970. We look forward to working with you soon and creating lasting internship relationship with you!

<b>POSITION TITLE</b>	
Volunteer Coordinator Assistant	
<b>DEPARTMENT</b>	<b>DEPARTMENT CONTACT</b>
VolunteerLEON	Jean McCarter
<b>DEPARTMENT ADDRESS</b>	<b>TELEPHONE AND FAX NUMBERS</b>
918 Railroad Avenue, Tallahassee, FL 32310	Phone (850) 606-1970 Fax (850) 606-1971
<b>DEPARTMENT CONTACT E-MAIL</b>	
mccarterj@leoncountyfl.gov	
<b>MAJOR OBJECTIVES</b>	
To assist the Leon County Volunteer Center in marketing Volunteer Programs and fostering the development of community partnerships	
<b>MAJOR RESPONSIBILITIES</b>	
Assist with the organization, development, implementation, and evaluation of programs and policies and procedures of VolunteerLEON's programs.	
<b>QUALIFICATIONS</b>	
Strong English, writing, and computer skills (especially Microsoft Office) and good organizational, technical, creative, analytical, and interpersonal skills.	
<b>TIME AND PLACE</b>	
Leon County Volunteer Center--VolunteerLEON -918 Railroad Avenue, Tallahassee, FL 32310 Hours Monday – Monday-Friday, between 8:30 a.m. and 5 p.m.	
<b>COMMITMENT</b>	
One or more semesters; minimum of 10 hours per week.	

<b>AVAILABILITY</b>
Any semester

<b>BENEFITS TO THE INTERN</b>
Experience assisting in the administration of a progressive Volunteer Center.

<b>PLACEMENT OPPORTUNITIES</b>
How many interns can you accommodate in a particular semester? _____1_____ Fall      _____1_____ Spring      _____1_____ Summer

<b>AVAILABILITY</b>
Check the available semesters for this internship position _____ Fall Only      _____ Spring Only      _____ Summer Only      _____X_____ Any Semester