



Voices for Children, Inc. is a non-profit organization dedicated to the welfare of the abused and neglected children of the Brazos Valley. Voices for Children recruits and trains community members to become Court Appointed Special Advocate (CASA) volunteers. CASAs advocate for a child or sibling group through the child welfare system until the child or siblings can be placed in a safe, permanent, and nurturing home. They serve as a link between the child and the court system to ensure that the child is not lost in the cracks of the larger foster care system.

Position: Recruitment and Training Intern

Description: Voices for Children seeks an intern to assist with volunteer recruitment and training efforts. This position provides an excellent opportunity to gain hands-on experience in various aspects of volunteer recruitment, public speaking, volunteer training and volunteer management while working for a well known community based nonprofit.

Responsibilities:

- Assist in the planning and preparation of monthly recruitment events in a six county region
- Coordinate monthly in-service trainings
- Participate in and help coordinate the 30 hour volunteer training program
- Attend and participate in community recruitment presentations
- Update and help maintain web based volunteer information database

Qualifications:

- Be an effective communicator, both written and oral;
- Be comfortable speaking in front of community audiences
- Ability to prioritize, multitask and meet deadlines;
- Good organizational skills
- Completed or working toward a college degree, preferably in a related field
- Must be computer literate with a working knowledge of MS Office and Google Drive.
- Work independently and identify potentially more effective methods of work operation

Hours: 15-20 hours a week. Work schedule is flexible between 8:30 AM - 5:00 PM Monday-Friday with some evening and weekend hours.

Compensation: This is an unpaid volunteer internship.

To Apply: Please send a resume and three references to Kate Mason, Recruitment and Training Manager at kmason@vfcbraozs.org