



Door of Hope Position Description Operations & Donations Intern

Brief Description:

The Operations & Donations Intern will be responsible for working with the Operations Manager and other Program/Development staff in order to gain experience in a professional environment by performing tasks essential to the daily operations of a fast-paced organization. The Operations & Donations Intern will perform duties that will provide them with an increased knowledge in company efficiency and systems.

The Operations & Donations Intern should be flexible, trustworthy, able to perform a variety of duties, capable of lifting 50+ pounds, able to perform basic maintenance duties, and a problem solver.

Summary of Essential Job Functions:

- ∴ Work alongside Operations Manager to assist in daily functions of Door of Hope
- ∴ Assist with coordinating, picking up, and organizing donations
- ∴ Perform various functions related to the maintenance of an efficient work environment
- ∴ Perform basic maintenance and upkeep functions of Door of Hope facilities.
- ∴ Work with staff in a variety of roles in order to provide and maximize efficiency and productivity

Minimum Requirements:

- ∴ Must commit to at least 10 hours per week for 12 weeks
- ∴ Must be able to lift and move heavy objects (minimum of 50 pounds)
- ∴ Must be able to operate a computer and telephone system
- ∴ Must be able to cooperate and work with all Door of Hope staff, interns and volunteers
- ∴ Must be able to support the mission, purpose and guiding values of Door of Hope
- ∴ Must be able to function both independently and on a team

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Door of Hope reserves the right to end the internship relationship at any time, for any reason, with or without cause and/or notice.

Signature: _____

Print Name: _____

Date: _____