



TeamWorks Development Spring/Summer Intern Position Description

Passionate about volunteering? Interested in working with local nonprofits to develop service-learning opportunities this summer? Hands On Greater Portland is seeking a part-time, highly motivated Summer Intern to assist with all aspects of program development and execution of our TeamWorks volunteer program. The Hands On intern will gain valuable experience and insight into service project creation and volunteer management, while interacting with a wide variety of nonprofit agencies in the Portland metro area.

What is TeamWorks?

The Hands On Greater Portland TeamWorks Program is designed to cultivate a culture of volunteerism by offering individuals the opportunity to foster a deeper commitment to service while exploring a specific topic or impacting a certain neighborhood. Each TeamWorks team is made up of 10-12 volunteers, who work together on a series of done-in-a-day projects, allowing them to get to know one another, gain a deeper understanding of community issues, and learn about the nonprofits addressing the chosen issue area. TeamWorks is all about making connections – between service and learning, volunteers and nonprofits, ideas and solutions, and between team members themselves.

A TeamWorks team often begins with a kickoff meeting, where the team members come together to meet, get to know one another, and learn more about the team schedule & impact area. The kick-off is then followed by 3-6 volunteer projects (typically one project per week over a 1-2 month span). Many TeamWorks teams also get together for discussions, incorporate readings & videos, and/or participate in experiential learning activities in addition to volunteer projects. The team leader(s) help facilitate the service-learning component, but they are not necessarily experts – they help organize logistics and guide discussion while learning about the issue area along with the other team members.

Examples of past TeamWorks Teams:

- *Gender Violence Awareness*
- *Focus on Prisons*
- *Dig into the Environment*
- *Northeast Portland Sampler*
- *Perspectives on Poverty*
- *Reader's Advocacy*
- *Linking Local Food and Food Security*
- *Intentional Holiday Service*

Key Responsibilities:

The TeamWorks Intern will assist the Program Team in Teamworks program development through:

- Contacting & working with nonprofits to set up projects
- Posting projects to our website
- Conducting outreach to potential volunteers
- Supporting Team leaders during the course of their team
- Researching & developing curriculum around TeamWorks issue areas
- Leading or co-leading at least one team
- Recording team member project attendance
- Conducting evaluation of teams and compiling results



- Organizing & documenting projects & curricula to create a TeamWorks Library, for future replication of teams
- Work closely with other TeamWorks Intern
- Other responsibilities as appropriate or as interests develop

Organizational Impact:

The TeamWorks Intern will help Hands On Greater Portland develop and run new teams and contribute to sustaining an on-going and productive flow of information and connection between the Program Team and Team Leaders.

Training, Resources, & Support:

The TeamWorks Intern will need to be proficient in using the Hands On administrative website to access project occurrences and VL contact information. Ample training for proficient use of this technology will be provided, along with the technical equipment and work space needed to fulfill these tasks.

Hands On will provide the TeamWorks Intern with regular access to the Program Team, technical equipment (computer, copier, office supplies) and a positive work space and environment. The volunteer will collaborate most closely with the Eastside Program Manager, as well as the Program Director. They will meet regularly to collaborate and ensure that the intern has what is needed to adequately fulfill the position responsibilities.

Time Commitment and Location:

The position requires 10 hours per week between approximately April 8th and August 30th, 2012. The ten hours per week will need to be spread over at least two days. Start/End dates are negotiable, as is the specific weekly work schedule. Hours will be primarily scheduled during Hands On office hours (M-F, 9am – 5pm); however, the TeamWorks Intern will be expected to lead or co-lead at least one TeamWorks team during late spring/summer, which will require some evening and weekend hours.

The TeamWorks Intern will have scheduled and regular access to a consistent work station and computer during office hours (M-F, 9am-5pm) at the Hands On office, located at 619 SW 11th Ave #250, Portland, OR 97205. It may be possible for the volunteer to complete some of the computer tasks remotely.

Qualifications & Skills:

- Excellent communication skills, both written & verbal
- A passion for service & a familiarity with service learning (preferred)
- Research skills & an interest in curriculum development
- Excellent interpersonal and teamwork skills
- Enthusiasm and initiative
- Demonstrated leadership & facilitation experience
- Detail-oriented
- Creative & collaborative thinker
- Familiarity with the Greater Portland area
- Computer proficiency: PC, Microsoft Office, email, & internet research.



Benefits

- Learn about issues facing our community.
- Learn valuable volunteer management skills.
- Gain experience in grant management.
- Gain experience in project management from start to finish.
- Work in a relatively small, vibrant, nonprofit where you'll interact with all staff members.
- Interact with a wide variety of nonprofit agencies in the Portland metro area.

Please note that this is an unpaid internship. We are happy to provide the opportunity to gain internship credit at the undergraduate or graduate level, dependent on your institution's requirements.

Please submit a letter of interest and a current resume to Melia Tichenor, Eastside Program Manager, at melia@handsonportland.org by Wednesday, March 27th.

About Hands On Greater Portland

Mission Statement: To build a stronger and more vibrant community and to enrich lives by providing a gateway to service and empowering volunteers. We create meaningful volunteer opportunities, develop volunteer leaders, and raise awareness of community issues.

Since its founding in 1996, Hands On has expanded to serve more than 300 nonprofits, organizations and businesses throughout Multnomah and Washington counties by facilitating more than 20,000 volunteer connections annually.

Volunteerism and collaboration are the heart of Hands On. We provide an efficient vehicle for all to become meaningfully involved in their community through hands-on-service. We facilitate and manage corporate days of service, promoting not only corporate social responsibility, but also individual community service. We actively partner with nonprofit organizations to provide critical volunteer labor and to inspire social change through personal knowledge and experience.