

## Servant Leadership Summer Internship Placement Site Job Description Information Sheet | Summer 2019

**Organization Name:** Hands On Atlanta

**Address:** 600 Means Street NW, Atlanta, GA, 30318

**Phone:** (404) 979-2800

**Web site:** <https://www.handsonatlanta.org/>

**Internship Supervisor:** Amanda Bisgaard, Programs Recruitment and Operations Manager  
with support from Lindsey Baker, Director of Programs

**Supervisor's contact information including e-mail:**

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**Organization's Mission Statement:**

At Hands On Atlanta, we tackle greater Atlanta's most pressing needs by igniting a passion for service and creating life-long community volunteers.

**Summary of organization's primary programs and services:**

Hands On Atlanta recruits nearly 20,000 volunteers annually, to support the impact work of 150+ nonprofit and school partners. There are several ways volunteers can serve with Hands On Atlanta:

- Calendar of Volunteer Opportunities
  - Approved and verified nonprofit partners post service projects on the Hands On Atlanta calendar with regular opportunities year round. Volunteers can register for a free Hands On Atlanta account and sign up for projects.
- Impact Programs
  - Hands On Atlanta has 6 impact programs that volunteers can serve with including AmeriCorps, Discovery, TeamWorks!, Meals 4 Kids, Talk with Me Baby at Work, and our Civic Leadership Program.
- Days of Service
  - Hands On Atlanta hosts 2 of the southeast's largest single days of service! Every October thousands will serve at Hands On Atlanta Day and each January, volunteers come together at our MLK Day of Service.
- Corporate Engagement
  - Hands On Atlanta works with over 100 local companies to engage their employees in service

### **Impact Programs Details:**

**AmeriCorps:** Hands On Atlanta has been running a School-Based AmeriCorps program for over 20 years. This year HOA has nearly 40 members serving in a variety of capacities at elementary and middle schools across the city.

**Discovery:** A Saturday enrichment program at 11 partner elementary schools run by committed community volunteers and AmeriCorps members. Programming includes STEM activities, literacy and math tutoring, health and fitness lessons, service learning and more.

**Meals 4 Kids:** Proper nutrition is essential to learning, so, with the help of corporate partners and caring volunteers, we pack bags filled with healthy take-home meals and snacks for children and their families. Food is distributed prior to weekends and/or school breaks when children do not have access to school meals.

**Talk With Me Baby At Work:** Hands On Atlanta's newest program, TWMB@W partners with companies to support young working families through three, one hour sessions about the importance of language rich interactions. Trained volunteers facilitate conversations with employees that are parents or caregivers of young children (ages 0-5) on early literacy concepts that will increase children's brain development and ultimately improve Georgia literacy scores.

**Civic Leadership Program:** CLP develops future civic leaders while supporting the needs of nonprofit agencies. Through a competitive application process, participants are selected to participate in a cohort of approximately 20 individuals. Participants are paired with a nonprofit partner to assist with recruiting volunteers, overseeing service days, and providing education to volunteers as to the mission of their partner agency.

**Intern's title:** Programs Intern

**Number of interns requested:** 1

### **Internship project/job description:**

The Programs Intern will support the suite of Hands On Atlanta's programs mentioned above. This internship will provide the intern with exposure to a diverse portfolio of programs and the opportunity to support activities ranging from recruitment, to developing trainings, to evaluation. This opportunity can be tailored based on the intern's areas of strengths and interests. The Programs Intern may support the following areas:

- Support recruitment activities for AmeriCorps members and other volunteer leaders (outreach activities, scheduling, logistics, etc.)
- Contribute to the development of orientations for AmeriCorps members and other volunteer leaders
- Volunteer engagement (making reminder calls, thank you's, recognition)
- Post volunteer opportunities through Hands On Connect
- Screen, track, and interview volunteers for Programs volunteer positions
- Assist in end of year program data entry, analysis, and reporting
- Serve as a task leader for 2-4 large scale (50-400) volunteer activations, including Meals 4 Kids packing and distribution events
- Greet Hands On Atlanta office visitors and support business operations

**Qualifications:**

Ideal candidates will be aspiring nonprofit professionals, educators, and program managers who are passionate about service, closing the education gap, and engaging volunteers to address social inequities. Applicants must be available to intern approximately 30-35 hours a week over the summer, and open to serving 2-4 Saturdays.

- In process of earning bachelor's degree (prefer upperclassmen)
- Familiarity and/or interest in nonprofit program operations, coordination, and evaluation
- Experience volunteering in schools and/or nonprofit organizations
- Ability to manage logistics and balance multiple projects simultaneously
- Familiarity with data tracking and evaluation methods; experience creating databases and Salesforce, preferred
- Ability to work and communicate with people of diverse backgrounds
- Comfortable with public speaking
- Ability to work in a team and independently
- Attention to detail
- Eagerness to learn, contribute, and grow
- Reliable transportation and ability to navigate/travel in and around greater Atlanta

Are there other requirements for this position (security check, drug screen, immunizations, etc.)?  
If yes, please note them here: **None**

Will the internship require that the student have a car? **Yes**

Is placement site accessible by public transit or other transportation options? **Limited Bus Options**