



**Volunteer Services and Administration Intern
Position Outline**

Deadline to apply: July 30

How to apply: email a cover letter and resume to hello@anad.org

Project Overview: Support the ANAD programs team with the recruitment, onboarding and training of ANAD volunteers. Work closely with the Program Director and Program Coordinator to monitor program delivery and provide support in making programmatic decisions.

Average Hours/Week: 8 - 10

Location: Remote

Supervisor(s): Giva Wilkerson, Program Director

Tasks:

- General Program Administration:
 - Support Group Registration and Attendance Tracking
 - Monitoring of Support Group Email Account
 - Distribution and Collection of Clinical Clearance Forms
 - Assistance with Volunteer Workshops
- Helpline Operations:
- Volunteer and Beneficiary Recruitment and Onboarding:
 - Review Applications
 - Update Application Collection Systems
 - Assist with Volunteer Interviews
 - Track and Collect Beneficiary Documentation
- Volunteer Training:
 - Complete Helpline Volunteer and Support Group Leader Trainings
 - Review and Track Volunteer Training Activity Completion
 - Evaluate Volunteer Final Assessments