

# Volunteer Program Internship



## Organization Overview

Pride Toronto is a registered not-for-profit organization that exists to celebrate the history, courage, diversity, and future of our communities, whose mission is to hold an international celebration incorporating activism, education and culture of global communities. One of the premiere arts and cultural events in Canada, and the largest pride celebration in North America, Pride Toronto's 10-day festival takes place each year during the end of June. Pride Toronto is a volunteer-driven organization, with 150 year-round volunteers that produce the festival in conjunction with full-time staff. During the 10-day festival, over 1,500 volunteer shifts are required in order to efficiently run the event.

## Position Overview

The role of the Volunteer Program Intern (VPI) will be to assist the Volunteer Program Manager (VPM) in executing volunteer recruitment, facilitating training, attending career / schools fairs and additional tasks as required. The position will provide hands-on experience in the following areas: volunteer management, human resources, conflict resolution, training, scheduling, and communication. The VPI may be required to assist other Pride Toronto staff members in areas of public relations, event planning and logistics.

The internship will be part-time with an expected 16 – 24 hours/week (or otherwise determined by the Volunteer Program Manager and VPI). The VPI is expected to be available and work out of the Pride Office, 55 Berkeley St. during business hours, 9 AM - 5 PM, unless otherwise communicated and agreed upon with the Volunteer Program Manager. The VPI's schedule will be discussed and agreed upon by the Volunteer Program Manager and Volunteer Program Intern.

The Volunteer Program Intern is expected to bring their personal computer to be used during work hours. Should this not be possible, a desktop computer may be provided. Should the VPI be required to attend a meeting, fair or complete off-site duties during work hours, transportation will be compensated at the discretion of the Volunteer Program Manager.

## Overview of Responsibilities

- Report directly to the Volunteer Program Manager
- Complete between 16-24 hours of work per week
- Assist in creating a marketing strategy for volunteer recruitment, to be implemented in Spring 2017 across Pride's social media platforms
- Conduct research about organizations and schools within Toronto that Pride Toronto can partner with for recruitment
- Write / Edit volunteer postings
- Attend career fairs, meetings etc. as required
- Manage and update the volunteer page on Pride Toronto's website
- Attend meetings with the Volunteer Program Managers' teams when needed
- Additional tasks as required by the Volunteer Program Manager; some tasks may be required by other staff members at Pride Toronto