Disaster Volunteer Development Internship (Pittsburgh, PA)
Part time; unpaid

Purpose
The Disaster Cycle Services Department seeks to support the Western PA volunteer workforce by engagement, recognition and the overall organization of volunteer training and development needs.

About the American Red Cross
The American Red Cross is a nonprofit organization that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. The Red Cross provides relief to the victims, helps families by facilitating emergency messages between our deployed men and women in uniform and their loved ones here at home, and trains individuals in lifesaving skills.

Development Opportunities
The Red Cross Internship Program provides students with the opportunity to gain hands-on leadership experience while getting to know the community and giving back to others. Through training, mentorship, and routine interactions, interns learn new skills, expand their networks, and achieve personal and professional growth. After the successful completion of the internship, students can expect to receive a letter of recommendation from their immediate supervisor.

Key Responsibilities
Provide assistance with and support of the following:
- Tracking of Disaster Volunteer Performance Reviews and Training Needs
- Development and Dissemination of Disaster Volunteer Training Calendar
- Monitoring and communication of Disaster Volunteer Promotions
- Updating Disaster Volunteer contacts

Relationships
Reports to Senior Disaster Program Manager

Qualifications & Requirements
- Successfully completed background check
- Human Resources Management major preferred
- Non-Profit Management

Training
- Orientation to the American Red Cross
- Disaster Services Overview - online training
- On the job training with supervisor

Length of Appointment
Semester/academic year

Time Commitment – 12 hours per week
Response and Recovery Internship
Full or Part time; unpaid

Purpose
The Disaster Cycle Services Department of the Southwestern Pennsylvania Chapter seeks to support disaster clients in their disaster recovery process to carry out the American Red Cross mission.

About the American Red Cross
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Development Opportunities
The Red Cross Internship Program provides students with the opportunity to gain hands-on leadership experience while getting to know the community and giving back to others. Through training, mentorship, and routine interactions, interns learn new skills, expand their networks, and achieve personal and professional growth. After the successful completion of the internship, students can expect to receive a letter of recommendation from their immediate supervisor.

Key Responsibilities
Provide assistance with and support of the following:
- Interviewing clients
- Updating and maintaining client records
- Identifying and building relationships with potential social service agencies for referrals
- Assisting with daily office activities
- Assisting with walk-in clients

Relationships
Reports to Disaster Cycle Services.

Qualifications & Requirements
- Successfully completed background check
- Excellent written and oral communication skills
- Eagerness to work with diverse populations
- Ability to travel and work in downtown Pittsburgh Office

Training
- Orientation to the American Red Cross (on-line)
- Disaster Services: An Overview (3 hours)
- Client Casework Training - free (7.5 hours)
- Standard First Aid/CPR course - free (6.5)

Length of Appointment
Semester
Volunteer Services - Youth Services Intern (Pittsburgh, PA)
Part time, unpaid

Purpose
The Volunteer Management - Youth Services Intern will gain practical experience in the field of Volunteer Management, help to develop youth volunteers and have the opportunity to network with schools and youth-based community groups throughout the 25-county Western Pennsylvania Region.

About the American Red Cross
The American Red Cross is a nonprofit organization that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. The Red Cross provides relief to the victims, helps families by facilitating emergency messages between our deployed men and women in uniform and their loved ones here at home, and trains individuals in lifesaving skills.

Development Opportunities
The Red Cross Internship Program provides students with the opportunity to gain hands-on leadership experience while getting to know the community and giving back to others. Through training, mentorship, and routine interactions, interns learn new skills, expand their networks, and achieve personal and professional growth. After the successful completion of the internship, students can expect to receive a letter of recommendation from their immediate supervisor.

Key Responsibilities
Provide assistance with and support of the following:
• Help to fulfill youth and young adult recruitment and placement goals
• Maintain recruitment postings and Red Cross presence within databases
• Pursue and develop new relationships with schools throughout the region
• Manage the youth volunteer intake process of volunteers through Volunteer Connection
• Assist with data organization and management
• Coordinate and attend recruitment and outreach events
• Work directly with youth and young adult volunteers to fulfill the Red Cross mission

Relationships
Reports to Regional Youth Volunteer Specialist as a member of the Western Pennsylvania Volunteer Management Team

Qualifications & Requirements
• Successfully completed background check
• Excellent communication and organizational skills
• Enthusiasm about the American Red Cross mission
• Proficient in Microsoft Office
• Professional and flexible individual, willingness to learn
• Ability to work sensitively and compassionately with volunteers and the community
• Comfortable with public speaking

Training
• Orientation to the American Red Cross (mandatory)
• Volunteer Connection (mandatory)
• On the job training with supervisor

Length of Appointment
Semester or Year

Time Commitment
20+ Hours per week
Volunteer Management – Disaster Services Intern (Pittsburgh, PA)
Part time; unpaid

Purpose
The American Red Cross Southwestern Pennsylvania Chapter seeks an organized, enthusiastic intern to assist with developing disaster services volunteers into activities and leadership roles that will help the Chapter meet its readiness and capacity goals. The intern will also assist with preparing the chapter to incorporate a large community volunteer response following the impact of a disaster, enabling spontaneous volunteers to serve in a meaningful and effective way, and retaining those volunteers for future Red Cross service.

About the American Red Cross
The American Red Cross is a nonprofit organization that prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The Red Cross provides relief to the victims, helps families by facilitating emergency messages between our deployed men and women in uniform and their loved ones here at home, and trains individuals in lifesaving skills.

Development Opportunities
The Red Cross Internship Program provides students with the opportunity to gain hands-on leadership experience while getting to know the community and giving back to others. Through training, mentorship, and routine interactions, interns learn new skills, expand their networks, and achieve personal and professional growth. After the successful completion of the internship, students can expect to receive a letter of recommendation from their immediate supervisor.

Key Responsibilities
Provide assistance with and support of the following:
- Raise an awareness of the Red Cross disaster services activities through a variety of creative avenues and communication methods
- Connect disaster volunteers to training and exercises to ensure readiness for disaster events and to sustain volunteers’ interest and participation.
- Retain volunteers and provide career development opportunities to keep volunteers interested and engaged in the steps towards individual long term goals.
- Recognizing the contributions of disaster volunteers through formal and informal systems and events to demonstrate the high value and appreciation held for disaster volunteers at all levels.
- Utilize Volunteer Connection to its fullest potential to communicate, post opportunities and recognize the contributions of the disaster services workforce

Relationships
Reports to the Emergency Services Volunteer Specialist

Qualifications & Requirements
- Preferred: Background in Emergency Management, Non-profit Leadership or Volunteer Management
- Successfully completed background check
- Experience in working with people, project management, promoting volunteer opportunities, and maintaining basic volunteer records
- Enthusiasm about the Southwestern Pennsylvania Chapter and the services and programs the American Red Cross provides
- Competence in using Microsoft Word, Excel, and Power Point software