

Job Title:	Intern – RPS Shines
Grade Level/Terms of Employment:	\$8.50/hr. 15-20 hrs/week. This is a part-time temporary position and can be terminated at any time by Richmond Public Schools.
FLSA Status:	Non-Exempt
Work Location:	RPS Division Central Office and various school locations throughout the division
Immediate Supervisor:	Dual Report to: Coordinator, Community Partnerships and Volunteer Engagement Specialist

General Description:

Richmond Public Schools (RPS) and the Office of Engagement (OOE) are seeking a qualified individual to serve as Intern for the division’s summer beautification initiative, RPS Shines. In partnership with community organizations from across the region, RPS will host beautification days at every school in the division, designing and creating murals, and improving school restrooms through the Bathroom Blitz project. The RPS Shines Intern will assist with project planning and management of community volunteer events during RPS Shines 2020.

Essential Duties and Responsibilities:

- Assist with the planning and execution of 50+ community volunteer projects at schools throughout the division during Summer 2020.
- Serves as a key point of contact for organizations and individuals interested in volunteering for RPS Shines 2020.
- Assist in ordering, tracking, and delivering supplies for volunteer projects.
- Supports in managing the volunteer database, and tracking and recording attendance for each volunteer project.
- Manages volunteers and projects: including, but not limited to loading, unloading, set-up, orientation, leading volunteer tasks, tracking progress, clean-up, and debriefing.
- Organizes and facilitates volunteer tasks: including, but not limited to landscaping, painting, light construction, and group facilitation.
- Takes photos, creates social media content, and finds additional ways to share the division’s story.
- Ensures every volunteer has a positive experience.
- Performs other work related duties as assigned.

Qualifications:

- Prior event planning, event management, and/or experience leading volunteers.
- Ability to work independently and willingness to take initiative in addressing concerns and issues.
- Experience working in an urban school division with diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.

- Ability to communicate effectively and possess strong interpersonal skills.
- Proficient in Microsoft Office and Google products.
- Candidate must have a valid Virginia Driver's License and access to a personally owned vehicle.
- Must be able to lift and handle 20-50 lbs.