

Volunteer Services Intern – Unpaid

Terry Lee Wells Nevada Discovery Museum (The Discovery)



Position Summary

The Discovery is seeking a motivated Intern to support our Volunteer Services Department. The Volunteer Services Intern will be responsible for creating specific and thorough volunteer position descriptions, as well as refining current ones. The Intern will have the opportunity to work closely with supervisors from all departments to improve the Volunteer Services program for The Discovery. This position will be a great opportunity for anyone looking for experience working with volunteers or working within museums.

Reports To:

Volunteer Manager

Specific Duties

- Research existing volunteer position description trends
- Evaluate volunteer position descriptions and improve upon existing ones
- Collaborate with department representatives to understand needs from Volunteer Services Department
- Update and maintain volunteer database records (Volgistics data base)

Learning Opportunities

- Strengthen written communication, interpersonal, and customer service skills through diverse interactions with museum departments
- Develop high-level administrative skills associated with managing large volumes of volunteer data using Volgistics software
- Demonstrate volunteer management and leadership skills
- Gain insight into the inner workings of The Discovery

Preferred Qualifications

- Current college or graduate student, ideally pursuing a degree in Museum Studies, Non-Profit Administration, Education, Arts Administration, Project Management or related field
- Ability to work enthusiastically, respectfully and professionally with a wide variety of audiences
- Ability to work independently and as part of a team
- A passion for volunteerism and service
- Strong attention to detail
- Flexible schedule—the ability to work some evenings and weekends
- Ability to work 10-15 hours per week

How to Apply

Please e-mail resume, cover letter and three references to sdarcy@nvdm.org. No phone calls please.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.