



Special Events Volunteer Intern

Title: Special Events Intern
Reports To: Special Events Coordinator

Position Summary:

This is an unpaid volunteer opportunity to gain experience and to support Roundup River Ranch as a Special Events Intern. The position will assist with the planning and implementation of fundraising and other special events. Key responsibilities and project assignments may be tailored to the professional development goals of the participating individual and their college or university program.

Qualifications:

- Candidates should be enrolled in or recently graduated from an accredited college or university.
- Knowledge: Intermediate computer knowledge (Microsoft Office: Word, Excel, PowerPoint, Publisher and Adobe software not required but helpful. Database platform knowledge eg. Raiser's Edge and Classy helpful but not required.)
- Candidates will be asked to share examples of proven skills and experience that demonstrates the following: Organized and highly detail-oriented; excellent written and verbal communication; quickly develops effective and strong working relationships; flexible management of time and priorities

Key Responsibilities:

- Assist with planning and implementation of fundraising events during season of internship. (Superhero Ski Day, A Taste of Camp, A Grateful Harvest, Golf Outing, Driving for Kids, Hike & Dine, Christmas at the Ranch, etc.)
 - Including but not limited to decor, menu planning, RSVP management, program and script development, etc.
- Assist with acknowledgement of gifts, donations, and pledges, including incentive prize fulfillment.
- Assist with obtaining donations of cash and in-kind for related events.
- Assist with related marketing for special events.
 - Including but not limited to auction program and presentations, social media and email content, etc.
- Assist with after-action reports for special events.
- Assist with tracking donors from fundraising events. Utilize existing database for special events.
- Assist in planning and implementation of projects as assigned.
- Assist as needed with other Roundup River Ranch projects. This could include office/administrative tasks, loading and unloading, physical set-up of venues, meetings, and training, customer service and other activities associated with general operation of Roundup River Ranch events.

Special Demands and Opportunities

- Some weekend and evening work.
- Occasional travel in-state.
- Opportunity for flexible hours based on student's requirements and schedule.
- Assignments can be tailored to meet student's personal interests or special educational requirements.

Time Frame

- Summer, Fall, Winter, and Spring internship opportunities available.

