



Volunteer Recruitment Intern

Reports to Mentoring USA Recruitment Manager

Our Mission

Mentoring USA's mission is to provide high-quality, one-to-one mentors for at-risk youth: children in foster care, children who have been homeless, children who have recently immigrated to this country, and youth who have experienced family trauma. Mentoring USA's goal is to anchor these children in the form of early, consistent, frequent and supported attention by trained adult mentors. The presence of caring adult mentor increases self-esteem, improves academic performance and attendance, improves relationships with peers and adults, and prevents school drop-out.

Duties & Responsibilities

- Assist MUSA's Recruitment Manager in developing creative recruitment strategies for all program sites
- Assist in the maintenance of internet postings
- Database maintenance and entry
- Staff volunteer fairs and perform community outreach through networking events in tandem with Recruitment Manager
- Research corporate partnerships
- Maintain press kits and other informational packets
- Respond to phone and email program inquiries
- Update and maintain paper files
- Provide assistance on special projects as needed
- Other duties as assigned by supervisor

Additional Qualifications:

The ideal candidate must have an interest in the non-profit sector, community service and youth development. The intern should have outstanding communication and organizational skills. The candidate must be familiar with New York City and have experience working with diverse populations. Knowledge of Microsoft Word and Excel is necessary. This position is ideal for students looking to fulfill credit hours or gain experience in volunteer recruitment/management. Flexibility in schedule is a must. Minimum time commitment is 12-15 hours a week for an academic year.

How to Apply:

Please send cover letter and resume to:

Sarah Goff
Recruitment Manager
Mentoring USA
musa@mentoringusa.org
Fax: 212-400-8278

