



www.chopart.org
ATL New Orleans
Hyderabad Accra

ChopArt is an arts nonprofit serving homeless teens in Atlanta, New Orleans, Hyderabad, India and Accra, Ghana. We provide a minimum of 6 weeks of art programming for 27,000 homeless teens all around the world. Our program is designed to build community, provide creative entrepreneurial opportunities for the youth and to combat some of the negative effects of youth homelessness such as drug abuse, sex trafficking and suicide.

ChopArt is seeking candidates for the following internship opportunity. Selected interns will work alongside the **CEO and Founder** and committees to develop programs, policies, and informational databases.

Compensation: Unpaid

Time commitment: 12 weeks, 12 hours a week

Job title	<i>Volunteer Program Intern</i>
Reports to	<i>Volunteer Advisory Board Member(s) and CEO & Founder</i>

Job purpose

The Domestic Volunteer Program Intern engages the community in meaningful service opportunities with ChopArt. This intern will coordinate all aspects of the organization’s domestic volunteer program and will have the opportunity to learn about our mission and directly connect groups and individuals who wish to engage our youth through recruitment and orientation.

Duties and responsibilities

- Assist with developing the overall volunteer program.
- Develop and update volunteer position descriptions in collaboration with the Founder and CEO and the Domestic Volunteer Advisory Board Member
- Recruit, train, and coordinate volunteers to meet the organization’s internal needs.
- Communicate volunteer opportunities to new and repeat volunteers utilizing multiple methods of communication: phone, email, social media, newsletter, website, and VolunteerMatch.
- Conduct recruitment efforts and represent ChopArt at various functions (volunteer fairs, speaking engagements, etc.)
- Assist in creating, updating, and maintaining Volunteer Manual and volunteer training documents.

Things You’ll Learn

- About the lives and development of homeless youth
- How to sustain programs and relationships throughout the community
- How to directly connect individuals with ChopArt causes they care about
- How to conduct trainings and orientations
- How to develop programmatic training, documents, and orientation materials
- How to advocate for our teens!

Qualifications

- An established knowledge and understanding of the homeless community
- Self-starter and exceptional relationship cultivator
- Great organizational skills
- Trustworthy and responsible individual capable of effectively representing the ChopArt brand and its youth.
- Dedication to connecting the community to volunteer opportunities to grow ChopArt capacity and reach