More Bang for Your Buck

Establishing a Volunteer Intern Program to Benefit Students and Your Agency
Objectives

• Identify the benefits and challenges of developing a Volunteer Intern Program
• Identify the steps needed to develop a Volunteer Intern Program
• Explore ideas to expand or enhance an existing Volunteer Intern Program
• Discover what students are looking for when searching for a Volunteer Intern Program
• Recognize common issues when working with students in a professional governmental agency or non-profit organization
Why Develop a Volunteer Intern Program

• We think...

• Practical approach before you start
  – Determine the purpose of the program
  – How the program fits within the agency/organization
  – Role of volunteers
  – Weigh benefits & challenges
  – Invite stakeholders who will be affected
Identifying benefits and challenges
Benefits

- Fresh ideas and learning in the office
- Low-cost labor
- Fill gaps
- Eager for experience
- Working with non-traditional students
- Feeding your field
- Community involvement / appreciation
Challenges

• Time

• Management responsibilities
  – Recruitment & selection
  – Training
  – Evaluations and paperwork

• Scheduling

• Costs/Funding

• Staff resources
• Confidentiality

• Government vs. Non-Profit

• Determining cost savings

• Grant requirement or match
Developing your volunteer intern program
Getting Started

- Planning and Organization

- Developing Policies and Procedures
Recruitment & Selection

• Recruitment
  – Announcement
  – Position description
  – Outreach
  – Partnerships
• **Selection**
  – Making contact
  – Applications
  – Review
  – Interviews
  – Background checks
  – Placement
Training

• Orientation

• Training
Supervision

• Daily

• Weekly/Bi-weekly/Monthly

• Internship period
Measurement

• Student evaluations

• Program evaluations

• Record keeping
Recognition & Retention

• Motivation

• Recognition

• Retention
Expanding and enhancing existing programs
Making Your Volunteer Intern Program STAND OUT

• Opportunities for volunteers
• Diversity
• Adaptability with different Service Learning project types
• Working with colleges & universities
• Volunteers “changing profession”
Millennials

• Integration
• Mentorship
• Social media
• Leverage resources
• Career investment

Scheik, E. Alan, 5 Tips for Successfully Managing a Millennial Intern, 10/13/2015.
What are students looking for in a volunteer intern program?
What Are Students Looking For?

- Education
- Referrals
- Mentorship
- Resume experience
- Jobs
- Career exploration / foundation
... in an announcement?

• Descriptive title
• Mission
• Ideal candidate
  o Enthusiasm
  o Focus on learning experience
  o Don’t neglect majors or community colleges
... in a program?

• Real / relevant work
• Honest feedback
• Inclusion
• Mentorship
• Time
• Preparation
But what does the Volunteer Intern *REALLY* get?

- Real world experience
- Networking connections
- Resume builder
- Workforce expectations
  - Application of classroom learning
    - Skill building
  - Confidence & motivation
Common issues when working with students
Common Issues

• What if the Volunteer Intern isn’t a good fit?
• Can I provide a referral?
• What do I have to do for student projects?
• My Volunteer Intern just wants our agency/organization’s name on her resume.
• Should I have my candidates go through a background check?
Volunteer Intern Issues

• Coordination
• Training
• Structure
• Flexibility
• Engagement
• Buy-in
VOCA and Your VIP
Wrapping it up
What will stop you from implementing your plan to develop or enhance your Volunteer Intern Program?
Who’s approval or buy-in do you need?

What is your timeline?
What can you do immediately to get started?

What is one thing you can put into practice today?
Wrapping It Up

• We Know...

• Final questions?

Focus on the benefits
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