

Volunteer and Training Team Internship Job Description

Overview

Join our dynamic Volunteer and Training Team Internship, a 5-month program designed for students and recent graduates passionate about recruiting, training, and managing volunteers to support community initiatives. This part-time, hybrid role offers the flexibility to work remotely or on-site in Pune and Mumbai, providing hands-on experience in volunteer coordination and training program development. No prior experience in volunteer management or training is required, as comprehensive training in recruitment strategies, training facilitation, and volunteer engagement will be provided under the

mentorship of experienced professionals.

Program Highlights

- Duration: 5 months, with the first 2 months unpaid and a stipend (₹9,000–₹13,000/month) for the remaining 3 months; extension possible based on performance and project needs.
- Type: Part-time (15–20 hours/week, flexible schedule to accommodate academic commitments).
- Location: Hybrid (remote with occasional on-site work in Pune or Mumbai, requiring a reliable internet connection for remote tasks).
- Mentorship: Personalized guidance from seasoned professionals in volunteer management and training with regular feedback sessions.
- Training Provided: No prior skills required; comprehensive training in volunteer recruitment, training program design, and engagement strategies.
- Hands-On Projects: Contribute to real-world initiatives, including volunteer onboarding, training workshops, and community engagement programs.

Key Responsibilities

As a Volunteer and Training Team Intern, you will:

- Assist in recruiting and onboarding volunteers for community initiatives in Pune and Mumbai, including outreach and application processing.
- Collaborate with the team to design and deliver training workshops for volunteers, ensuring they are equipped for their roles.
- Support the management of volunteer schedules, tasks, and engagement to maintain high participation and morale.
- Develop and distribute training materials, including guides and presentations, in regional languages to ensure accessibility.
- Assist in creating and managing digital content to promote volunteer opportunities and training programs.
- Conduct feedback sessions or surveys to assess volunteer experiences and improve training processes.
- Support partnerships with local organizations in Pune and Mumbai to expand volunteer networks and enhance program impact.

- Document volunteer activities, training outcomes, and feedback to ensure transparency and program efficiency.

Learning Opportunities

Under expert mentorship, you will gain:

- Volunteer Management:
 - Master volunteer recruitment, onboarding, and engagement processes with full training.
 - Learn to manage volunteer data and schedules for effective coordination.
- Training Facilitation:
 - Gain experience in designing and delivering training workshops for diverse groups.
 - Develop skills in creating accessible training materials for regional or non-digital audiences.
- Communication Skills:
 - Enhance professional communication with volunteers, communities, and remote teams.
 - Learn to tailor training content to diverse volunteer needs and backgrounds.
- Digital Tools:
 - Build proficiency in volunteer management and training platforms (e.g., Google Suite, Trello) with training.
 - Optimize volunteer workflows using digital tools for maximum efficiency.
- Career Development:
 - Receive personalized mentorship to guide your growth in volunteer coordination and training.
 - Build a professional portfolio showcasing contributions to volunteer programs and training initiatives.

Required Skills and Qualifications

We welcome candidates passionate about volunteer coordination and training. No prior skills are required, and training will be provided.

- Operational and Communication Skills:
 - Basic understanding of volunteer engagement or training through coursework, projects, or self-study.
 - Willingness to learn recruitment strategies and training facilitation through provided training.
- General Skills:
 - Strong attention to detail for managing volunteer schedules and training materials.
 - Excellent communication skills for collaborating with volunteers and remote teams.
 - Proactive problem-solving abilities and a self-motivated attitude toward learning.

- Ability to work independently and collaboratively in a hybrid team under mentorship.

Requirements

- Current enrollment in social sciences, education, human resources, or related fields at an accredited institution.
- Availability for 15–20 hours per week with a flexible schedule.
- Access to a reliable internet connection and a computer/smartphone capable of running training and management tools.
- Willingness to travel occasionally to Pune or Mumbai for on-site training or volunteer events.

Preferred Qualifications

While not mandatory, these qualifications strengthen your application:

- Personal or academic projects in volunteer coordination, training, or community engagement.
- Basic familiarity with data processing tools (e.g., Excel, Google Sheets) or volunteer management platforms.
- Exposure to training facilitation or community outreach through coursework or personal initiatives.
- Familiarity with remote collaboration tools (e.g., Slack, Trello, Zoom).

Who Should Apply

- Students: Undergraduates or postgraduates in social sciences, education, human resources, or related fields eager to gain experience in volunteer management and training, with no technical background required.
- Freshers: Recent graduates passionate about launching careers in volunteer coordination or training, with training provided to bridge skill gaps.

Work Environment

- Collaborative Culture: Join a supportive, inclusive hybrid team fostering creativity and continuous learning in volunteer management and training.
- Mentorship: Receive one-on-one guidance from experienced professionals to accelerate your skills, with tailored training.
- Real-World Impact: Work on projects enabling volunteer engagement and effective training programs for community initiatives.
- Flexible Arrangements: Hybrid work (remote with occasional on-site tasks in Pune or Mumbai) with a flexible 15–20 hours/week schedule.
- Duration and Compensation: 5 months, with the first 2 months unpaid and a stipend (₹9,000–₹13,000/month) for the remaining 3 months; extension possible.

Benefits

- Hands-On Experience: Gain practical skills in volunteer recruitment, training facilitation, and program coordination, with comprehensive training.
- Mentorship: Learn from experts in volunteer management and training, with personalized feedback.
- Portfolio Development: Build a professional portfolio showcasing contributions to volunteer programs and training initiatives.
- Academic and Career Support: Earn academic credit (subject to approval) or reference letters for academic and professional advancement.
- Networking: Connect with volunteer management and training professionals, opening future career opportunities.

How to Apply

Take the first step toward a rewarding career in volunteer management and training! Our three-stage selection process ensures we find passionate candidates:

1. Application Submission: Submit your resume, along with any relevant project portfolios or links to work (e.g., training materials, volunteer coordination tasks) to support@rbcurexia.com.
2. Assessment Task: Complete a short task on volunteer recruitment or training program design to demonstrate your abilities (no prior skills required; guidance provided).
3. Interview: Participate in a virtual or in-person interview to discuss your skills, passion, and fit, with opportunities to learn more about the role.

Apply today to gain invaluable experience in volunteer coordination and training, with all necessary training provided, and contribute to impactful community solutions in Pune and Mumbai!

Contact Us

For more information, reach out to us:

- Website: www.rbcurexia.com
- Email: support@rbcurexia.com