

**Volunteer Programs Internship  
Appalachian Mountain Club  
Boston, Massachusetts**

The Volunteer Programs Intern organizes and supports the work and projects of the volunteers at the Appalachian Mountain Club. In this role, the intern assists with volunteer management, event planning, web resource maintenance and improvement, and coordination of outreach activities aimed at recruiting new volunteers. Other activities include working in AMC's Boston Visitor Center providing customer service, member information, and education as needed. Successful candidates will have excellent communication skills, attention to detail, have good organizational skills, and the ability to work autonomously on multiple projects.

Some regional travel and training may be included. This full- or part-time internship reports to the Volunteer and Event Coordinator, Director of Volunteer Relations, and the Manager of Volunteer Relations as appropriate.

While this position is unpaid, the intern will receive the following:

- Monthly transportation voucher
- Voucher for staying at AMC facilities
- Training in area of interest where possible (WFA, CPR, Trail Maintenance Skills, etc.)

**Responsibilities may include:**

- **Event planning activities in preparation for Volunteer Relation Events**
  - Help with the coordination of the Spring Fling, Chapter Retreat, and Fall Gathering
  - Help coordinate meeting schedules and communications, including logistical information
  - Design or help coordinate the design of web-based marketing materials
- **Web Resource Maintenance**
  - Update and improve AMC's web-based volunteer resources in cooperation with other departments and with feedback from volunteers in the field.
  - Identify places where AMC could promote volunteer opportunities both locally in Boston, as well as regionally from Virginia to Maine.
- **AMC's Boston Visitor Center**
  - Provide excellent customer service and club information as the first point of contact for walk-ins and cold calls to the club's Boston Visitor Center.
  - Develop displays and signage to assist in the education of visitors about club projects and mission.
- **Volunteer and Chapter Relation Skills**
  - Recruit volunteers to cover the front desk schedule at AMC's Headquarters.
  - Create a resource for recruitment opportunities that AMC has not used in the past.
  - Work on various tasks for the department, including but not limited to, the collection of pictures and media for promotion for the website and department, developing survey, and working with database entry and excel spreadsheets.
  - Other duties as assigned by supervisor that help promote the Volunteer Relations department in their work and mission.

**If interested, please contact Roger Scholl, Director of Volunteer Relations  
by email at [rscholl@outdoors.org](mailto:rscholl@outdoors.org) or by phone at 617-523-0655 ext. 6591  
for more information on how to apply.**