



**Great Peninsula Conservancy  
Internship Opportunity**

**Human Resource Internship/Volunteer**

**Purpose:** Volunteers and staff are a nonprofit organizations most valuable resource. It is critical to system in place to manage these valuable resources. Equally important is to have clear and concise policies, procedures and materials to allow volunteers and staff to be effective in their roles.

**Responsibilities:**

- Expand existing volunteer program
- Research and develop recommendations for policies and procedures
- Improve existing forms and support materials including intake forms, job descriptions
- Upgrade volunteer e-newsletter
- Update volunteer contact information and create email contact list
- Develop list of professionals who have offered pro-bono services to org
- Upgrade existing employee manual

**Time Frame:** ASAP

**Length of commitment:** 3-6 months

**Estimated weekly/total hours:** flexible

**Schedule:** weekdays

**Worksite:** GPC office

**Qualifications:**

- Reliability and commitment
- Attention to detail and organization
- Strong written and verbal communication skills.
- Basic computer skills and experience in Microsoft Office
- Ability to work independently

**Benefits:**

- Contribute to enhancing the organizational capacity of GPC
- Learn firsthand how a nonprofit land trust operates
- Experience in volunteer program development

**Supervisor:** Executive Director

*If interested in this internship/volunteer opportunity, please contact Great Peninsula Conservancy at (360) 373-3500, toll free (866) 373-3504 or via email at [info@greatpeninsula.org](mailto:info@greatpeninsula.org).*