

Volunteer Program Virtual Internship

Department: Human Resources

Reports to: Volunteer and Internship Program Supervisor

Summary

The Volunteer Program Intern will work closely with the Volunteer Program Supervisor to create a new training opportunity for volunteers, to assist with the recruitment and onboarding of new volunteers, and to assist with the facilitation of the Teen Leadership Council. **This is a virtual, unpaid internship.** We are looking for an intern who is interested in human resources and nonprofit organizations, who is passionate about service and learning, and who shares our organizational values of excellence, stewardship, integrity, respect, service, and individuality. Interns at The Corning Museum of Glass not only contribute to our mission to *inspire people to see glass in a new light*; they also gain knowledge, skills, and experience working in an internationally renowned glass museum.

Responsibilities

Onboarding and Training

- Participate in interviewing and onboarding new volunteers.
- Observe new volunteer orientation and onboarding process and provide recommendations for improvement, as necessary.
- Research, create, and implement a new training resource for volunteers.

Event and Program Planning

- Assist with the facilitation of the Teen Leadership Council.
- Schedule virtual social events for museum interns.

Evaluation

- Create an exit survey for summer volunteers.
- Review and revise portions of the volunteer handbook from the end-user perspective.

General

- Support and amplify the Museum's commitment to diversity, equity, inclusion, and access.
- Participate in selected working teams related to human resources (i.e. safety, wellness).

Learning/Training Opportunities

- Learn about our organizational communication and culture by attending One for All (all-staff), department, and team meetings.
- Improve career readiness through participation in learning opportunities provided by the Museum.
- Access to Safety, Information Security, and Institutional Wellness trainings.
- Gain experience using Microsoft Office 365 in an organizational environment.
- Learn about collaborating with others in a hybrid work environment.
- Gain experience communicating through presentations.
- Gain experience in best practices for volunteer management.
- Gain experience planning virtual events at a non-profit organization.
- Network with Human Resource and museum professionals.

Qualifications

- Respect and exemplify the values of the Corning Museum of Glass in all interactions with colleagues, staff, volunteers and the public.
- Adhere to all prescribed organizational and departmental policies and procedures.
- Experience and interest in human resources, education, business, non-profit organizations, or a related area
- Driving sense of curiosity
- Responsive to feedback
- Resourceful mindset and flexible
- Knowledge of Microsoft Excel, PowerPoint, Word, MS Teams, and Sharepoint
- Ability to
 - Maintain confidentiality.
 - Represent the Museum in a professional manner.
 - Work with people from a variety of cultures; ability to maintain an appropriate voice for diverse audiences.
 - Work independently and as part of a team.
 - Work virtually and effectively adapt to various workplace environments.
 - Work effectively and professionally with people at all levels, including external partners.
 - Meet deadlines and handle multiple projects simultaneously.
 - Complete research on a specific topic.

Additional Benefits

- 25% Discount in The Corning Museum of Glass Shops and shops.cmog.org
- 25% Discount in The Corning Museum of Glass Café when on site
- Free admission to the museum for you and your guests

Application Instructions

Submit the following items to interns@cmog.org by March 30:

- Current CV/resume
- Cover letter explaining your interest in the position and how it aligns with your career goals.