



Program Internship

Organization Summary: *Free Arts Minnesota is a nonprofit organization dedicated to bringing the healing powers of artistic expression into the lives of abused, neglected and at-risk children and their families. Over 250 trained volunteers bring arts and mentorship to children living in residential treatment centers, domestic abuse shelters, therapeutic preschools and special school settings throughout Minnesota.*

Job Description: The Program Intern will work in a fast-paced and forward-thinking environment, with true hands-on opportunities. They will assist the Program Coordinator in implementing the 32 week program year. Collecting quantitative data from Weekly Mentorship programs, regular group visits, entering volunteer's information into our database, and curriculum development for pre-school through adolescent age groups.

Secondary responsibilities will include program training development, volunteer workshop development, help create committees, volunteer recruitment, assist with mailings, call local organizations for art supply donations, research new and fresh ideas for volunteer retention and recognition, and other responsibilities as assigned.

Responsibilities:

- Program training development
- Volunteer workshop development
- Assist in creating committees
- Volunteer Recruitment
- Assist with mailings
- Call local organizations for art supply donations
- Research new and fresh ideas for volunteer retention and recognition
- Assist with Volunteer newsletter, annual report, website, annual luncheon, volunteer recruitment

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