



## Human Resource Intern

**Location:** Main office

**Time:** 9am-5pm Monday through Friday (Intern hours are flexible during these business hours)

**Commitment Level:** Minimum of a semester long commitment

### Volunteer Duties

Kids Incorporated is seeking an organized, data-driven Human Resource Intern to work with us this semester. We are looking for candidates in business, human resources, or similar field with a strong desire to exceed expectations.

Interns will work with the Human Resource Specialist to assist with:

- HR Functions: employee relations, leadership development, operations, advertisement of open positions
- Internal Reports: budgeting, benefits, auditing, compliance reports

### Skills Required

Professional Skills:

- Experience with reports, recruitment and training is a plus.
- Experience with computer programs (Excel, Word, Publisher, PowerPoint, etc.)

Personal Skills:

- Exceptional communication skills
- Accuracy, organization, and attention to detail
- Dependability and strong team player
- Capability to independently manage multiple projects and assignments with deadlines

### **Additional Requirements**

- Clear Background Screening
- Code of Conduct
- Affidavit of Good Moral Character
- Child Abuse & Neglect Reporting
- Photo/Video Release Form
- Volunteer Application
- Confidentiality Statement
- Volunteer Affidavit
- Requirements Acknowledgement
- Acknowledgement of Receipt of Handbook

Matthew J. Vossler  
Volunteer Coordinator  
Kids Incorporated of the Big Bend  
2326 Centerville Rd., Tallahassee, FL 32308  
(850) 414-9800 ext. 112  
[mvossler@kidsincorporated.org](mailto:mvossler@kidsincorporated.org)  
[www.kidsincorporated.org](http://www.kidsincorporated.org)