



Volunteer Position Descriptions

Thank you for your interest in volunteering with Kids Incorporated of the Big Bend! Please review the information in this packet to learn more about our individual volunteer, group volunteer, and intern positions. Please note that intern positions require an application process to include a resume, cover letter, and interview.

To apply as a volunteer or intern, please return to our website for information on how to get started.

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Early Head Start Classroom Assistant Volunteer

Location: Any of our 5 Early Head Start Centers in Leon, Madison, or Jefferson County

Time: Monday-Friday, 8-4pm (Individual hours flexible within business hours)

Commitment Level: Long and short term commitments available for volunteers

Duties

- Communicate with teachers to assist with the daily activities of the classroom
- Help set up and put away games and activities
- Play with, talk and read to, and teach the children ages 0-3 during activities
- Reinforce proper hygiene by helping children wash their hands
- Reinforce proper behavior using positive redirection
- Comfort children as needed by hugging, holding or rocking them



Administrative Assistant Volunteer

Location: Most openings are at our Main Office, 2326 Centerville Road, Tallahassee, FL 32308. Some opportunities may arise at our Early Head Start Centers.

Time: Monday-Friday, 9-5pm (Volunteer hours flexible within business hours)

Commitment Level: Long and short term commitments available

Volunteer Duties

- Make copies, scan, and file paperwork
- Complete accurate data entry using database management software
- Research community resources, services, and organizations as instructed
- Make phone calls and send emails to appropriate parties
- Accomplish tasks in timely manner, communicate openly, and ask for clarifications if needed
- All other related office duties

Skills Required

- Basic technology skills
- Strong communication skills
- Organizational ability
- Time management
- Detail-oriented
- Microsoft Word
- Microsoft Excel
- Reliable
- Resourceful



Outreach Volunteer

Location: Various event locations around Leon, Madison and Jefferson Counties

Time: Mostly evenings and weekends, as events arise

Commitment Level: Based on need and individual availability

Volunteer Duties

Kids Incorporated is seeking personable volunteers to help spread awareness of and recruit volunteers for Kids Incorporated at outreach events in the community. Volunteers must learn about our mission and services and be able to articulate these well to others. Volunteer will be expected to assist in the set-up and engagement of hands-on activities with children at the events. This is a good opportunity for those only looking for intermittent or supplementary volunteer hours.

Skills Required

- Very strong communication skills with good articulation
- Outgoing personality and enthusiastic
- Comfortable making an “ask” and directing people to sign-up for our needs
- Be able to problem solve and manage time effectively
- Experience with outreach and community events is helpful but not required



Group Volunteers – Beautification Service Project

Location: Any of our 5 Early Head Start Centers in Leon, Madison, or Jefferson County

Time: Typically a Saturday morning or weekday after 4pm; to be planned with the Volunteer Coordinator and center of choice

Commitment Level: One-day service event

Kids Incorporated is seeking a civil, business, or service organization that is committed to serving our agency through a one-day service event. The group will complete various maintenance tasks at one of our child care centers.

Duties

- Clean, sanitize, and organize classrooms
- Wash windows and playground equipment
- Rake and bag leaves, and other landscape work
- Distribute mulch and garden
- Paint classrooms
- Other duties, as needed



Family Advocate Intern

Location: One of our 5 Early Head Start Centers

Time: Monday-Friday, 9-5pm (Intern hours flexible within business hours)

Commitment Level: Minimum of a semester long commitment (10-15 hours/week)

Volunteer Duties

Kids Incorporated is seeking an organized, reliable, and caring Family Advocate Intern to work with us this semester. We are looking for candidates in psychology, social work, family and child science or similar fields. Interns will work with the Family Advocate to assist with:

- Administrative: Completing accurate filing and scanning of paperwork and data entry
- Customer Service: Communicate and make calls to families and organizations
- Case Management: Attend and assist with meetings, home visits, and complete document retrieval and submission

Skills Required

- Experience with counseling, peer mediation, and behavior management strategies desired
- Experience with office equipment, including copier/scanner
- Experience with computer programs (Excel, Word, Publisher, etc.)
- Exceptional communication skills
- Accuracy, organization, and attention to detail
- Dependability and confidentiality



Photography & Videography Intern

Location: Main Office (2326 Centerville Rd., Tallahassee, FL 32308)

Time: Monday-Friday, 9-5pm (Intern hours are flexible within business hours)

Commitment Level: Minimum of a semester long commitment

Intern Duties

Kids Incorporated is seeking an artistic and professional Photography & Videography Intern to work with us this semester. Photography and videography is needed to assist with telling community about Kids Incorporated's service, impact, and stories.

Intern will work with the Community Affairs department to assist with:

- Photo: Take and edit professional photos at all outreach events and within centers
- Video: Record videos of outreach events and center activities, posting edited videos

Skills Required

- Experience with photography and video recording
- Experience with editing software (Photoshop, Final Cut Pro, Motion, etc.)
- Exceptional communication skills
- Accuracy, organization, and attention to detail
- Dependability and strong team player
- Capability to independently manage multiple projects and assignments with deadlines



Graphic Design Intern

Location: Main Office (2326 Centerville Rd., Tallahassee, FL 32308)

Time: Monday-Friday, 9-5pm (Schedule is based on need and individual availability)

Commitment Level: Minimum of a semester long commitment (10-15 hours per week)

Volunteer Duties

Kids Incorporated is seeking a results-driven, creative, and business-minded Graphic Arts & Design Intern to work with us this semester. Interns will work with the Community Engagement Coordinator and related staff to assist with:

- Editorial: Design and edit marketing materials and documents (brochures, flyers, reports, etc.)
- Marketing: Create new advertising ideas (ads, campaigns, website & social media pages, etc.)

Skills Required

Must be a student currently enrolled in a Graphic Design, Advertising, Public Relations or related discipline undergraduate or graduate degree program.

Professional Skills:

- Understanding of graphic design concepts
- Experience with computer programs (Pager Maker, Adobe Illustrator, Photoshop, Publisher Skills, Excel, Word, etc.)
- Exceptional communication skills
- Accuracy, organization, and attention to detail



Human Resource Intern

Location: Main Office (2326 Centerville Rd., Tallahassee, FL 32308)

Time: 10+ hours per week during business hours (9-5pm)

Commitment Level: Minimum of a semester long commitment

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



Marketing Intern

Location: Main Office (2326 Centerville Rd., Tallahassee, FL 32308)

Time: 10-15 hours per week during business hours (9-5pm)

Commitment Level: Minimum of a semester long commitment

Volunteer Duties

Kids Incorporated is seeking data-driven, business-minded, results-oriented Marketing Assistant Intern to work with us this semester. We are looking for candidates in business, marketing, or graphic design with a strong desire to exceed expectations and to market our brand. Interns will work with the Community Engagement department to assist with:

- Marketing: Create new advertising ideas (ads, campaigns, website & social media pages, etc.)
- Promotional Activities: Event planning, fundraising, and promotion of outreach events
- Web Design & Social Media: Update Kids Incorporated website and social media sites, generate ideas for brochures and electronic newsletters

Skills Required

Professional Skills:

- Experience with graphic design, promotions, public relations, or advertising
- Experience with computer programs (Excel, Word, Publisher, Photoshop, etc.)
- Exceptional communication skills
- Accuracy, organization, and attention to detail
- Dependability and strong team player
- Capability to independently manage multiple projects and assignments with deadlines