

Position Description

Position Title: Volunteer Services Intern

Status: Part-time/Hourly

Department: Education

Reports directly to: Volunteer Services Coordinator

Organizational Description: Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and subtropics between the latitudes of 26 degrees north and 26 degrees south, including Brazil, the Caribbean, Southeast Asia and Florida. The Garden's mission is to connect people and plants through display, education, conservation and science. The Garden's hands-on Vicky C. and David Byron Smith Children's Garden, along with 90 acres of beautifully restored native habitats, formal Gardens, walking trails, and Buehler Family Foundation Enabling Garden offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

Position Summary: Naples Botanical Garden is seeking a motivated individual to assist in the day-to-day management of 500+ active volunteers. This is a temporary internship position.

Primary duties:

- Oversee the management of college student volunteers and work closely with staff from other departments who supervise these volunteers.
- Assist in maintaining adult volunteer daily tour schedule.
- Assist with volunteer data entry, schedule maintenance, and volunteer communications.
- Assist Volunteer Services Coordinator as needed.

Requirements:

- Proficiency with Microsoft Office programs is required; experience with Volgistics is a plus.
- Highly organized and motivated with a strong work ethic
- Excellent communication skills, enthusiasm, and a desire to learn
- Willingness and ability to work full days outdoors in a hot and humid environment and ability to lift and carry at least 35 pounds
- Possess a commitment to the Garden's mission of connecting people with plants with a demonstrated ability and interest in gardening.
- Must be able to work a flexible schedule, including at least two weekend days per month and holidays
- Must possess a valid U.S. driver's license and reliable transportation
- Will be required to undergo a background check prior to being hired

To Apply: Please provide a cover letter, resume, and contact information for three references by email to resumes@naplesgarden.org. Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to race, color, religion, sex, sexual orientation, age, national origin or disability.