the honeycomb project

VOLUNTEERING RUNS IN THE FAMILY

PROGRAM MANAGEMENT INTERNSHIP

We are seeking PROGRAM MANAGEMENT INTERNS to join our enthusiastic team of do-gooders to help plan and lead Honeycomb's signature volunteer projects for families. Class credit is available pending school approval with a stipend of $300 per month.

ABOUT US
The Honeycomb Project is a leading nonprofit organization in Chicago with a focus on family volunteering. Like a honeycomb, we bring nonprofits, families and resources together to build stronger communities in Chicago. This year, thousands of volunteers will join Honeycomb to prepare meals at local shelters, build nature trails, clean city beaches, distribute food to Chicago's hungry, plant community gardens and more. Since our founding in 2011, nearly 10,000 youth and families have participated in Honeycomb programs.

RESPONSIBILITIES
- Work with the Program Management Team to plan and develop volunteer programs
- Assist Project Leaders in managing Honeycomb's quality events in the field
- Help out with day-of logistics including set-up, facilitating activities and break-down
- Teach, direct and motivate kids and their families

ABOUT YOU
Approachable. You like meeting new people and love working with kids.
Team Player. You thrive in a team setting and enjoy collaboration.
Take Initiative. You're observant and helpful; When challenges arise, you take initiative to bring about a positive solution.
Learn on the Fly. You're open to change and enjoy the challenge of unfamiliar tasks.
Enthusiastic. You treat every situation with a positive "can do" attitude.
Committed. You're passionate about family volunteering.

REQUIREMENTS
- 3 month internship - June-August 2017
- 12 hours/week (one day/week in the office and one weekend project in the field)
- Enjoy working with children and families
- Interest in event management/hospitality/teaching/nonprofit management
- Enjoy hands-on projects such as gardening, cooking and crafting
- Must have reliable transportation
- Background check required

For more information or to apply: jobs@thehoneycombproject.org

www.thehoneycombproject.org