



Oklahoma WONDERtorium Volunteer Coordination Practicum or Internship

The Oklahoma WONDERtorium has an active volunteer program, working with over 400 volunteers annually in a variety of capacities. Volunteers contribute an average of 3,700 hours of service to the organization each year. Although the internships carry no stipend, this opportunity will provide students with the skills to organize events, manage & recognize volunteers, oversee projects and events, promote and manage individual and single day of service volunteer opportunities, and coordinate efforts with a diverse staff.

PRIMARY RESPONSIBILITIES

- Coordination of volunteer recognition events such as volunteer of the year, spring picnic and winter thank you party.
- Assist in the organization, planning and implementation of various events and programs for Oklahoma WONDERtorium volunteers
- Assisting with the promotion of volunteer and internship opportunities
- Serve as Mentor for Upward Bound student program.
- Rolling up your sleeves and working alongside staff and volunteers of all ages and abilities
- Contacting volunteers before and after events
- Creating & managing a volunteer satisfaction survey
- Assisting with data entry, filing, research, writing and other projects as needed

PREFERRED QUALIFICATIONS

- Experience working with children and families
- Excellent writing and communication skills
- Excellent interpersonal and presentation skills
- Enrolled in an undergraduate or graduate program in Recreation, Education, Museum Studies, Human Development and Family Science or a related field
- Computer skills, including a basic knowledge of Microsoft Word, Excel, and PowerPoint
- A commitment to professionalism
- The ability to prioritize tasks
- The ability to work alone or as part of a group
- Hours per week will be based upon internship or practicum requirements and will include weekends and holidays

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter with two professional references by email to:
Samantha Hand, Operations Manager, sam.hand@okwondertorium.org

Applicants are encouraged to contact the operations manager with any questions about the internship or application process at sam.hand@okwondertorium.org or 405-533-3333