



POSITION: Volunteer Program Intern

SALARY: \$13-\$15 per hour

DATE OPEN: March 27, 2018

DATE FILLED: Until filled

POSITION DESCRIPTION

Volunteer Program Intern is a seasonal, part-time position beginning in April and concluding in July. The position offers individuals real, hands-on work experience. The schedule is flexible and starts at approximately 15 – 20 hours per week from April through May, then increases to 35-40 hours per week during our annual Fair (June 15-July 8). Our Internship program provides opportunities to learn skills in several different areas including, but are not limited to Customer Service, Computer Skills, Organization and Problem Solving. Pre-Fair is detailed oriented so strong organization skills are necessary. You will be doing out-reach and solicitation of new volunteers, interviewing and vetting candidates, creating schedules, assembling our Fair team and preparing for fair. Your role shifts to interacting with the volunteers and fair guests and supervising our team as the Fair begins. You will work side-by-side with the Program coordinator and assume full responsibilities in their absence.

Qualifications:

- Must be at least 18 years of age or older
- A strong candidate has customer service and leadership experience--Leadership experience may include extra-curricular activities, athletics or student organizations, and management/supervisory experience
- Must have significant volunteer experience in-group settings.
- A strong candidate will possess good people skills and instincts to adapt in a changing environment
- Computer Skills: internet search techniques and proficient in Microsoft Office Suite
- Be able to do substantial walking and work outdoors
- Must be available to work all days of the Alameda County Fair, plus pre and post fair work; must be available on June 9th, 11th, 12th, 21st, July 10th and 11th
- Available for immediate hire (3 days a week through May 15th, then hours increasing)
Fair Dates: June 15th- July 9th (Mondays and Tuesdays off)

Alameda County Fair Association, a non-profit organization, is an Equal Opportunity Employer and encourages all qualified persons to apply.

**To apply send resume to Riley Ringor, Alameda County Fair Association,
4501 Pleasanton Avenue, Pleasanton Ca. 94566 or Fax (925) 426-5192 or e-mail to
jobs@alamedacountyfair.com**