



VOLUNTEER PROGRAM INTERN

Introduction: The Butterfly House & Aquarium (BHA) is a 501(c)(3) nonprofit organization. Home to South Dakota's only saltwater aquarium and tropical butterfly conservatory, the BHA offers unique hands-on experiences for Sioux Falls and surrounding communities. This internship is designed to provide students with an opportunity to support the organization's volunteer needs, aide in the enrichment of the guest experience and Volunteer Program, and ultimately take a hands-on approach to leadership over volunteers in a nonprofit organization.

Mission: Inspiring conservation of the vital building blocks of sea, sky, and land

Primary Duties:

- Aide in the recruitment strategy to bring in new volunteers of all ages
- Assist and implement an informative approach to volunteer orientation and training
- Participate and lead volunteer meetings
- Build meaningful relationships with active and inactive volunteers
- Take the lead on volunteer communication and day-to-day responsibilities of the program
- Develop and execute volunteer appreciation opportunities
- Assist in strategizing for developing the Volunteer Program for future building expansion.
- Fulfill needs for volunteer coverage in the facility as needed

Qualifications:

- Is currently enrolled in an undergraduate or graduate degree program in the field(s) of non-profit administration, business administration, social work, leadership, communication studies, education, environmental studies, or a related field
- Is 18 or older
- Must be able to lift 40 pounds
- Must be a team player, able to follow instructions, and have a positive attitude
- Have strong communication skills, a desire to connect with those who work and volunteer at BHA, and an understanding of the purpose behind environmental and marine education in a land-locked location

Assessment:

A satisfactory evaluation will be given to students who comply with their schedule, perform all tasks with honest effort, and complete their independent project.

Reports to: Andrea Kopp, Volunteer Coordinator

Time requirement: Approximately 3 months (completing a minimum of 288 hours). This translates to about 20-25 hours per week.

Stipend: Unpaid; school credit can be earned for this internship based on university requirements.

Interested applicants should email a resume, 3 references, and cover letter to:

Andrea Kopp, Volunteer Coordinator, at volunteer@sdaqarium.org