

Human Resources Volunteer Internship Job Description

Location:

American Red Cross
Penn Jersey Blood Services Region
Philadelphia, Pennsylvania

Industry: Nonprofit Organization

Job Function: Administrative/Support Services, Human Resources

Primary Functions of Position:

The intern is responsible for performing a variety of general Human Resources clerical tasks mainly in the area of filing and auditing personnel records; creating new hire files; auditing personnel files; collecting and compiling sensitive and confidential information into Excel Spreadsheets or Word documents; processing mail; providing clerical support for HR projects as needed; greeting employees or visitors in the HR area and providing direction.

Key Responsibilities:

- Willingness to support Red Cross Mission
- Perform Clerical duties
- File documents in personnel files
- Create files as needed
- Audit files as needed
- Create and maintain Excel spreadsheets or Word documents as needed
- Process mail
- Greet visitors and provide assistance in self-service activities
- Other duties as assigned

Position Requirements:

- Ability to maintain confidentiality
- Ability to file in a filing room independently
- Ability to use Microsoft Office programs
- Display the utmost in professionalism and communicate with diverse populations
- Ability to read, write, hear, and speak English in a legible and understandable manner
- Ability to use office equipment such as copier, printer, computer, fax machines
- Ability to bend, sit, or stand for long periods of time
- Strong oral and written communication skills
- Highly creative and organized
- Strong computer skills: Microsoft Office, Word, Excel
- Pursuing a degree in Human Resources, Non-Profit Management or Related Field
- Ability to recognize opportunity within each challenge

Relationships: Works closely with American Red Cross staff and volunteers

Training:

- Orientation to American Red Cross, Blood Services, Penn-Jersey Region;
- Human Resources department training

Reports to or Partners with: HR Advisor Team

Length of Appointment:

- Start and end dates are flexible
- Ongoing

Time Commitment:

- Minimum 2 days per week for approximately 5-6 hours each day. Special events and meetings may require additional time.

Development Opportunities:

- College credit with approval from school
- Gain valuable experience in the field of Human Resources Administration
- Build professional business skills
- Develop connections in the Human Resources field