



KNOX AREA RESCUE MINISTRIES

Restoring Lives In Jesus' Name

KARM Volunteer Position Description

Title: College Staffing Specialist

Reports to: Director, People Services

Purpose/Overview: Establish and coordinate year-round intern and practicum opportunities in the ministry

Responsibilities:

- Develop targeted strategy for utilizing internships and practicums throughout the ministry
- Determine requirements and opportunities with area colleges and universities
- Establish standing relationships with area colleges and universities
- Screen and coordinate applicants for identified ministry needs
- Coordinate individual placements (orientation, evaluation, closeout)

Time Commitment: Flexible; will depend on time of year. Much work can be done off-site.

Qualifications:

- Specific successful experience establishing and coordinating college intern programs
- Good computer skills – Word, PowerPoint, etc.
- Excellent observation, interviewing, and information-gathering skills
- Great communicator (telephone, group, one-on-one, written)
- Good organizational skills and attention to detail
- Passionate about developing students and providing meaningful hands-on learning and ministry opportunities

Training/Preparation:

- KARM Volunteer Orientation
- OJT related to areas receiving interns

Interested in this position? Click [here](#) register to attend the next KARM Encounter to learn more about KARM and for more information on how to apply.