



CASA of Travis County Job Description

Job Title: CASA Superhero Run Intern
Date: March 2020
Reports To: Senior Development Manager
Internship Duration: June 1 – September 30, 2020

About CASA

Mission: CASA of Travis County exists to promote and protect the best interest of children who have been abused or neglected, by training volunteers to advocate for them in courts, in schools and in our community to help them find safe, permanent and loving homes.

Vision: For every child who needs us, CASA of Travis County envisions a trained volunteer advocate, a safe home and a promising future.

We operate with...

Integrity: we are committed to the best interest of the people we serve and of the organization we represent. We approach people and challenges with honesty, trustworthiness and openness. **Excellence:** We strive for continuous improvement, to be the best we can be, individually and collectively. We are accountable. **Action:** We get things done. We are determined, creative, strategic and goal-oriented. We persevere. **Empowerment:** We build resilience in each other to succeed in this rigorous work. We are empowered when we demonstrate the courage of our convictions. We empower others when we listen and respect their thoughts, opinions and feelings. **Inclusion:** We are stronger as a group when diversity and uniqueness are valued. We strive for equity. **Generosity:** We assume the best about each other's intentions. We speak of others with kindness and treat one another with care and compassion. **Hope:** We remember that good can arise from difficulty and we look for optimism. We believe in the power of one person to change another's life for the better.

General Summary

The Superhero Run Intern is responsible for assisting CASA staff with all aspects of preparing for the 2020 CASA Superhero Run including timelines, event innovation, event promotion, volunteer management, peer-to-peer fundraising, and event execution. This position works closely with the Development and Communications Teams, as well as event volunteer committee.

Essential Responsibilities and Duties

1. Community Engagement

- Help facilitate event committee communications, including Council of Heroes and Kids' Council.
- Assist with grassroots recruitment effort through tabling, postering, and soliciting community support (via phone and email) for event participants, volunteers, and prizes.
- Recruit volunteers for event day support.

2. Event Logistics

- Research best practices and new ideas for vendors and activities.
- Assist with event week set-up, confirmations, volunteer trainings, and execution.
- Serve on volunteer core team for the Superhero Run event weekend – **September 12-13, 2020**.
- Partake in post-event wrap-up and feedback processes.

3. Other duties as assigned.

Knowledge, Skills and Experience

Required:

1. Candidate must be pursuing a bachelor's degree.
2. Must be willing to work some evenings and weekends.

Preferred:

- Organized, energized, detail-oriented, efficient, resourceful, and creative.
- Demonstrated critical thinking and problem-solving skills.
- Demonstrated integrity, honesty and ethical conduct.
- Demonstrated communication (spoken and written) and relationship-building skills.
- Proficiency in MS Office and Google Suite.

Physical Requirements and Work Environment

The CASA Superhero Run Intern will be expected to have daily transportation to the CASA of Travis County offices and other locations as needed. This position will include driving to local businesses and venues for event recruitment in the CASA Superhero Run Intern's personal vehicle. Interns are asked to work 10-20 hours per week. The week of the event may require more hours.

The position requires a flexible schedule as events may occur in the evenings or on weekends. The CASA Superhero Run Intern will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours and must be able to lift at least 20 pounds. Additionally, it is anticipated that the person may spend several hours of each day seated at a computer. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job. Because we are a dynamic and changing organization, responsibilities and duties included in this job description are subject to modification as the needs of the organization change.