



Volunteer Outreach & Engagement Specialist | Volunteer Intern

Position Description

Hours: 10-15 per week (Flexible schedule | Office Hours: 8am – 4:30pm)

Location: 10000 N 31st Ave, Suite D200, Phoenix, AZ (Hybrid: Duet Office & Remote)

Overview:

Join Duet: Partners In Health & Aging as a **Volunteer Outreach & Engagement Intern** and help connect volunteers with meaningful service opportunities. You'll play a key role in recruiting, supporting, and celebrating the volunteers who make it possible to fulfill our mission to help older adults and family caregivers.

Responsibilities:

- Assist with volunteer recruitment efforts, including outreach calls and emails.
- Support volunteer onboarding, including tracking applications and scheduling orientations.
- Help organize volunteer engagement activities and events.
- Maintain and update volunteer databases.
- Create marketing materials to promote volunteer opportunities.
- Attend community events to represent Duet and recruit volunteers.

What You'll Gain:

- Leadership and communication skills.
- Experience working with volunteers and community members.
- Event planning and coordination experience.
- Insight into nonprofit operations and volunteer management.

Potential Career Paths:

- Human Resources & Volunteer Management
- Nonprofit Leadership
- Community Outreach & Social Work
- Public Administration
- Event Planning



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About Duet

Duet's mission is to promote health and well-being through vitally needed services to homebound adults, family caregivers, and grandfamilies. Our vision is a community where every person ages with compassion, dignity, and hope. Duet is passionate about building and sustaining a welcoming working and learning environment for all staff, board members, volunteers, and service recipients. We believe every member on our team brings unique perspectives, exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.

How to Apply

Interested applicants should submit their application online at: www.duetaz.org/intern. For questions, please contact Justin McBride at mcbride@duetaz.org.