Internship Opportunities

In addition to volunteer positions, CEO offers a number of internship opportunities for students who are pursuing degrees in human services, nutrition, or early childhood education.

Youth Case Management Intern
Work with at-risk youth, observing and shadowing case workers, and offering administrative support where needed.

Early Childhood Support Intern
Work with children ages six weeks to five years. Support child development and promote an educational environment that meets the individual needs of each child.

Qualifications: Must provide up-to-date physical and PPD clearance.

Nutrition/WIC Intern
Shadow WIC nutrition staff, offer administrative support, and create educational materials.

Human Service Advocacy Intern
Offer emotional support and advocacy for children with social/emotional/behavioral issues, assist staff in outreach and education.

“I thought it would be great to work with kids. CEO serves so many people, and there is a lot of opportunity here. I enjoy the closeness of the people who work here and I love getting to see the community.”

- Alyssa, Graduate Social Work Intern

About

CEO is an umbrella agency that provides the overall leadership, policy guidance, coordination, and support necessary to successfully deliver a wide range of human services. The agency's mission is to preserve and advance the self-sufficiency, well-being, and growth of individuals, children, and families through education, guidance and resources.

“CEO is a great organization. The staff are really nice to work with, and I love being able to help people and interact with my community.”

- Tamika, CEO Food Pantry Volunteer
Our volunteers are vital to our success. Much of what we do is made possible thanks to the generosity, time, and hard work offered to us by our dedicated volunteers.

Below are some of our most popular volunteer opportunities. However, if there are other ways that you would like to be involved with CEO, please contact us and we can work together to find the best fit for you and your talents.

**Office Volunteer**

Many of CEO's programs would benefit greatly from general office support. This would include duties such as:

- Answering phones
- Filing/organization/mailing
- Making photocopies
- Setting appointments

Some of the programs that need office support include:

- **Housing Services** – Provides low-cost housing repairs and upgrades to families in need
- **Foster Grandparents** – Seniors earn a small stipend while mentoring youth and children in the community
- **WIC Vendor Management** – Works with local retailers to ensure that WIC program participants have access to the nutrition they need

**Food Pantry Volunteer**

CEO's food pantry serves thousands of Rensselaer County residents a year, offering free access to nutritious food for people in crisis. The food pantry also offers holiday food baskets to families in need during the holiday season. Volunteer duties might include:

- Bagging food for customers
- Unloading weekly deliveries
- Stocking pantry shelves
- Sorting donations
- Light office work/filing

**Youth Support Volunteer**

A number of CEO’s programs support at-risk youth in the community. Volunteering with these programs involve offering one-on-one support to both participants and staff. Volunteer duties might include:

- Tutoring in math/literacy/GED prep
- Support in completing job and college applications
- Support in resume and cover letter writing
- Providing mentoring/leadership training

Some of the programs you might work with include:

- **YouthBuild** – Helps youth who have struggled in a traditional school setting earn their GED and learn hands-on job skills
- **Teenage Opportunity Program** – Helps teens avoid risky/dangerous behaviors and set healthy goals

**Event Volunteer**

CEO hosts a variety of fundraising events throughout the year. We can always use support from creative people to help us put together a great event. Duties may include:

- Distributing event materials
- Contacting donors
- Mailing invitations
- Working with our donor database

"I love volunteering at CEO’s Foster Grandparent Program and I strongly believe in all of the programs CEO offers. It gives me great satisfaction knowing I am helping others live a better life.”

- Carol, Foster Grandparent Program Volunteer