American Red Cross
Coastal SC Chapter

Contact Person Name: Wendy Spring
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Location:
2795 Pampas Drive, Myrtle Beach, SC 29577

Volunteers Needed:
Monday-Friday 8:00-4:30pm
Occasionally on the Weekends.

Internship Opportunities:
We are always interested in Interns and have utilized their skills for the past several years. We have had interns from the communication department who have been extremely helpful and supportive to our mission. The job description would be the same as we have submitted and utilized for the past two years.

Agency Description:
The American Red Cross is a non-profit organization that assists local residents in preparing for, preventing and responding to disasters. We offer life saving skill classes, community education programs, and assist victims of disasters, work with military personnel and their families all through the generous support of the local community. We must raise all of our funds locally to support these services.

Volunteer’s Duties:
Office Assistant—answering telephones doing referrals, giving out information for registering of classes, entering information into the computer system, make copies, and assist in setting up for meetings and potential for other daily maintenance activities associated with running an office.

Public Support—Assist with the setting-up and presentation of special events/community public education activities. Place phone calls to collect information and share information about the Red Cross such as up-dating vendor lists, in-kind donation list and so on. Other tasks that may occur due to the nature of the Red Cross and disaster response needs.

Disaster response—get involved in the community responding to disasters locally.

Necessary Training:
Students will need to have good interpersonal skills, the ability to follow oral and written direction and be comfortable in a business environment. They would need to have familiarity with Micro Soft Office—word, excel and so on. Students interested in the disaster response team would be required to take a training class.