
Freedom Cafe

434 North Pleasant St
Amherst, MA 01002
(617)669-9818

Management Internship

Drafted January 31, 2019

OVERVIEW

The management internship at the Freedom Cafe gives students the opportunity to apply their education in the areas of workflow, scheduling, inventory and ordering, managing volunteers and general marketing.

GOALS

1. Teach the difference between employees and volunteers in regards to training, scheduling and management.
2. Instruct and assist in our volunteer training workflow from a volunteer signup, to becoming active.
3. Hands on training on operating a cafe from employing, cafe workflow, ordering and lite marketing.

Requirements

Time Commitment

We suggest at least 10 hours a week

Personality Skills

We require our management interns to have general people skills and flexibility, as they will be working with student volunteers who are unpaid and have various levels of availability.