



Ronald McDonald House Charities of Central Texas

Position: Hospital Programs Internship

Stipend: Unpaid Internship

Dates of Position: Spring semester, 2020

Time Commitment: Hours are flexible, preferably Tuesday and Thursdays

Supervisor: Paula Duke, Hospital Programs Director

RMHC[®]
of Central Texas

Job Purpose:

This internship position will report directly to the Hospital Programs Director and will serve as supporting role for the Family Room and Happy Wheels Cart programs. The Hospital Programs Intern will gain experience with families by serving at least one shift inside the hospital. Additional responsibilities will include but are not limited to coordinating meals, special events, database entry, solicitations and administrative duties. Being a medical free facility, our internships do not provide students with medical related, child directed or counseling opportunities.

Duties:

- Serve at least one shift inside an area hospital in a Family Room or pushing the Happy Wheels Cart.
- Promote customer service by assisting with families at the Ronald McDonald House.
- Assist with data entry and maintaining accurate records for each program.
- Coordinate logistics for Hospital meal programs.
- Assist with inventory needs at each location.
- Assist with volunteer recruitment planning and correspondence.
- Strategize with Hospital Programs team to find and develop new meal sponsors.

Skills and Experience:

- Must be a current college student or recent graduate. Current students must be in good academic standing, currently working towards a Bachelor or Graduate degree in Family and Child Development, Psychology, Human Development, Social Services or other related field
- Thorough and detailed expertise with written and verbal communication skills
- Outstanding computer skills, including proficiency in Microsoft Excel, Word and Google Docs
- Must be self-directed, detail oriented and organized
- Professional and responsible demeanor
- Able to manage multiple activities at one time and work in a fast-paced environment
- General knowledge of Ronald McDonald House Charities
- Must have a clean driving record and be able to deliver items to area hospitals.

Please submit your cover letter and resume to:

Paula Duke, pduke@rmhc-ctx.org

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