



**Ronald McDonald
House Charities®**
of Central Texas

Ronald McDonald House Charities of Central Texas

Position: Programs Internship

Stipend: Unpaid Internship

Dates of Position: Duration of upcoming semester

Time Commitment: Hours and days are flexible

Supervisor: Kristin Coulter, Chief Operating Officer

Job Purpose:

This internship position will serve as a supporting role for the Family Room and Happy Wheels Cart programs, as well as the RMHC meal programs. The intern position will gain experience with families by serving at least one shift inside the hospital, one with the HWC program, and one inside the Ronald McDonald House. Additional responsibilities will include, but are not limited to, stewarding meal groups, assisting with special events, database entry, solicitations, and administrative duties.

Being a non-clinical facility, our internships do not provide students with medical related, child-directed or counseling opportunities.

Duties:

- Serve at least one shift inside an Austin area hospital in a Family Room
- Serve at least one shift pushing the Happy Wheels Cart
- Serve at least one shift at RMH, assisting the Volunteer Relations Coordinator
- 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 the 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 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 the mission of Ronald McDonald House Charities
- Must have a clean driving record and be able to deliver items to area hospitals

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Ability to work off shift hours when needed.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel. More in-depth information can be found in SOP's, working guidelines, policies, etc.

Where permitted by applicable law, the successful candidate must have received or be willing to receive the COVID-19 vaccine by date of hire to be considered for any position at Ronald McDonald House Charities of Central Texas.

Equal Opportunity Employment Statement: RMHC is committed to equal employment opportunity both in principle and in fact. All employment decisions including, without limitation, decisions regarding recruitment, selection, hiring, compensation, benefits, training, advancement, discipline, termination, layoff, return from layoff, and other terms, conditions and privileges of employment, are based on individual qualifications, without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, marital status or any other status not listed here protected by law.

Please submit your resume and cover letter to:

volunteer@rmhc-ctx.org

Ronald McDonald House Charities of Central Texas

1315 Barbara Jordan Blvd. Austin, Texas 78723 | 512.472.9844