



Family Services & House Internship

Ronald McDonald House Charities of Southwest Virginia provides a “home away from home” for families of seriously ill children and their families. Our two programs include the Ronald McDonald House in Roanoke and our Ronald McDonald Family Room located in Carilion Children’s Hospital, Roanoke. An internship with RMHC-SWVA offers an exciting opportunity to gain professional experience and earn college credit by working with employees of a worldwide non-profit organization. The program provides the intern with hands-on experience in daily non-profit organizational activities.

The Family Services and House Internship is designed to provide professional experience in the areas of Non-Profit Management, Social Work, and Business Management. This internship position is ideal for a university undergraduate student using the internship for university credit.

Qualifications:

- Current college student; interested in non-profit management, but can come from a variety of backgrounds including, but not limited to, the humanities, social work and/or business management.
- Have completed two college semesters.

Time Commitment: One semester minimum.

12-20 hours per week, the specifics are negotiable and flexible to work around class schedules.
Exact start and end dates and will be determined by the charity and the student.

Compensation: Unpaid (eligible for university credit – will work with interns)

Supervisor: House Program Director

Duties:

The Family Services and House Intern plays a supportive role to the House Program Director, House Managers and families. This position will work closely with the House Program Director in overseeing the daily operations of the Ronald McDonald House. This includes operations, managing volunteers, assisting with guest programs (i.e., Magic Room, Meals from the Heart program, Santa’s Workshop), and developing best practices and building relationships with families in order to make their experience in Roanoke as comfortable as possible.

The Intern will have the opportunity to interact with various parts of the organization including development, communications, and other charity programs (i.e., Family Room, Comforts of Home program, Volunteer program). An average day will consist of a variety of tasks around the House.

Skills:

- Professional demeanor, solid organizational skills, good time management, ability to multi-task.
- Experience utilizing basic Microsoft programs (Word, Excel, PowerPoint, Outlook), and technology capable.
- Ability to communicate.
- Ability to move around facility or grounds to perform necessary job responsibilities and to supervise volunteers.
- Ability to load/unload, lift, or move heavy equipment without assistance (5 lbs. To 30 lbs.)

Interested parties should submit cover letter and resume to:

RMHC-SWVA
Attn: Job Opportunities
2224 South Jefferson Street
Roanoke, VA 24014
or by email to jobs@rmhouse.net
No phone calls please.