



## **Ronald McDonald House Charities | Central Iowa**

**Position:** Family Services Intern

**Stipend:** Unpaid Internship  
**Dates of Position:** 2 month minimum – 6 months maximum  
**Time Commitment:** 10-12 hrs/week; Flexible based on needs of the student  
**Supervisor:** Stacy Dullard, House Manager / Volunteer Coordinator

### **Job Purpose:**

-Assist House Manager and House Service Assistant in day to day tasks for the organization.

### **Duties:**

- Welcome families, assist with check in procedure and make families feel at home.
- Assist with House operations and upkeep.
- Facilitate intake and documentation of donations.
- Assist with managing volunteer groups

### **Skills:**

- Thorough writing communication skills.
- Computer aptitude and knowledge.
- Creative and innovative ideas.
- Developed organization and attention to details.

**Please submit your cover letter and resume to Stacy Dullard at [stacy@rmhdesmoines.org](mailto:stacy@rmhdesmoines.org).**