



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: Jessica Louis, 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 Jessica Louis at Jessica@rmhdesmoines.org.