

Ronald McDonald House Charities | Central Iowa

Position: Family Services Intern

Stipend:	Unpaid Internship
Dates of Position:	2 months minimum – 6 months maximum
Time Commitment:	10-12 hrs/week; Flexible based on needs of the student
Supervisor:	Maggie Siwinski, 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.



RMHC[®]
Central Iowa

Keeping families close