



Ronald McDonald House Charities of Central Indiana, Inc.

Rev. 06/2018

TITLE: Intern – Volunteer Resources (*Unpaid Internship*)
REPORTS TO: Volunteer Resources Manager
DEPARTMENT: Operations
SUMMARY: To assist the Volunteer Resources Manager in the human resources function for volunteers at the House.

KEY RESPONSIBILITIES:

This position offers diverse responsibilities and is dependent upon the length of the internship. These responsibilities may include:

- Project management depending upon the current needs of the department.
- Interviewing potential volunteers.
- Public speaking/training.
- Responding to email and phone inquiries about volunteer opportunities.
- Administrative projects including data entry

COMMITMENT:

- Ideally 4-6 hours a week but this is negotiable.
- Schedule to be negotiated.

QUALIFICATIONS:

- Willingness to develop new skills or expand current skills.
- Developed writing skills are a plus.
- Good interpersonal skills.
- Good phone skills.
- Keyboarding / computer skills.
- Personable, patient, flexible and a good communicator.
- Resourceful and able to work independently.
- Demonstrate respectfulness for confidentiality.

TRAINING:

- Attend new volunteer orientation
- On-the-job training from the Volunteer Resources Manager

Please submit your application, cover letter and resume to:
Mary Friend, Volunteer Resources Manager – mfriender@rmhccin.org