



**Ronald McDonald House**<sup>®</sup>  
Eastern North Carolina

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Keeping families close<sup>®</sup>

## Volunteer Services Intern Position Description

### **Purpose**

The Ronald McDonald House of Eastern North Carolina provides a temporary “home away from home” for families of seriously ill or injured children receiving treatment from area medical facilities.

The Volunteer Services Intern will assist the Development Team in a wide range of projects that benefit the mission and vision of Ronald McDonald House. The selected individual will report to the Director of Marketing and Volunteer Services. The intern will gain hands-on experience and training in many aspects of Volunteer Development while also gaining a high level of knowledge on how a non-profit organization operates at both Ronald McDonald House (RMH on Moye Blvd and RMH inside the Maynard Children’s Hospital at VMC).

### **Responsibilities**

- Assist in promoting volunteer opportunities
- Assist in the overall development of the volunteer program at both of our Houses
- Assist in all volunteer aspects such as orientations and trainings
- Work with volunteer groups
- Serve as an RMH brand ambassador by representing the organization at community tabling events
- Provide day-of assistance at RMH events
- Perform necessary administrative tasks when needed, answering phones.
- Other duties not mentioned above

## **Qualifications**

- Communications, Human Development, Family and Community Services, Nonprofit Management, or related areas of study preferred
- At least two years of undergraduate study completed
- Strong communication skills, experience in writing and editing
- Proficiency in Microsoft Office and experience with social media. Canva is a plus.
- Ability to work independently and as part of a team
- Detail-oriented, ability to multi-task and develop organizational habits
- Consent to a background check and have a current driver's license and clean driving record

## **Commitment**

Dependent on the student's academic expectations and/or needs of the House

**This is an unpaid internship role that is available throughout the academic year - Spring, Summer and Fall semesters.**

After all materials are received and reviewed, potential candidates will be contacted by the designated supervisor to set up an interview time. No Application will be reviewed unless all information is complete and received.