Nonprofit Internship Opportunity  
Volunteer Coordination & Family Programming

Ronald McDonald House Charities of Eastern Iowa and Western Illinois (RMHC-EIWI) is seeking an enthusiastic, reliable, and compassionate individual interested in gaining nonprofit experience in volunteer coordination and family programming. This internship position is designed with a focus on holiday time activities at the Ronald McDonald House. This position will be supervised by the RMHC-EIWI Volunteer Coordinator.

Job Type: Internship  
Location: Ronald McDonald House, 730 Hawkins Drive, Iowa City, IA 52246  
Compensation: Unpaid  
Schedule: December 5, 2022 through January 13, 2023; approximately 15-20 hours per week (adjustments may be made for finals week).

Primary Duties:

Volunteers:
- Welcome and host community groups catering into the House through RMHC-EIWI meal program
- Design the dinner and activity calendar
- Greet and host volunteer service groups.

Family Programs:
- Design and implement meaningful, enjoyable programs and activities for families staying at Ronald McDonald House
- Assist with planning and holiday activities.

Skills and Experience:
- Strong knowledge in Microsoft applications
- Strong written and verbal communication skills
- Strong desire for growth with professional standards
- Ability to manage multiple projects at once while working in a fast-paced environment

Requirements:
- Must be at least 18 years of age
- Must be fully vaccinated against COVID-19 and provide proof of vaccination
- Must provide copy of valid driver’s license
- Must have reliable transportation

Please submit a cover letter and resume to:  
Michaela Recker, Volunteer Coordinator
volunteercoordinator@rmhc-eiwi.org