



## Nonprofit Internship Opportunity—Spring 2023 Volunteer & Family Programming

Ronald McDonald House Charities of Eastern Iowa and Western Illinois is seeking an enthusiastic and compassionate individual who is seeking nonprofit experience in volunteer recruitment, training, and stewardship as well as activity planning, implementation and evaluation for families and children. This internship position will work closely with the RMHC-EIWI Volunteer & Family Program Coordinator.

Job Type: Internship

Time: Spring Semester

Location: Ronald McDonald House, 730 Hawkins Drive, Iowa City, IA 52246

Compensation: Unpaid

Hours: 10-15 hours per week

### **Duties:**

- Assist Volunteer Coordinator with innovative and effective methods of volunteer recruitment, training, and volunteer appreciation.
- Expand RMHC-EIWI community meal program through active outreach to local restaurants, businesses, and community groups.
- Assist Volunteer & Family Program Coordinator in implementing weekly meaningful, enjoyable activities for families

### **Required 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
- Pursuing major or profession related to public service

RMHC-EIWI requires that all staff and volunteers be fully vaccinated against COVID-19. Interested applicants should be prepared to present their vaccination card for verification. Fully vaccinated is defined as two (2) does of the Pfizer or Moderna vaccines or one (1) does of Johnson & Johnson vaccine. Booster shots are encouraged but not required for eligibility.

### **Please submit a cover letter and resume to:**

Michaela Recker, Volunteer Coordinator

Ronald McDonald House Charities of Eastern Iowa & Western Illinois

730 Hawkins Drive, Iowa City, Iowa 52246

volunteercoordinator@rmhc-eiwi.org

319-356-3939