



Keeping families close®

Family Activities Intern Holcombe House

ORGANIZATIONAL MISSION

Ronald McDonald House Houston (RMH Houston) offers a *home away from home* providing care, compassion, and hope to families with seriously ill children being treated in Texas Medical Center member institutions.

ROLE PURPOSE

The Family Activities Intern will assist in the continued development and implementation of RMH Houston's Family Activities Programs. The intern will provide support and resources to families and help create a caring, supportive, and joyful environment. Daily activity programming gives children a place to be "just a kid" and helps children and parents adapt to being uprooted from their normal environment. These programs are intentionally designed to build rapport, create community, and build security and confidence. Activities include supervised imaginative play, recreational activities, field trips for the family, and self-expression through music, movement, and art.

LOCATION

Ronald McDonald House Houston, Holcombe House, 1907 Holcombe Blvd, Houston, TX 77030

SCHEDULE

Available for fall, winter, or summer start dates. The program requires 180 minimum hours for the semester, including one special project. Shifts are available Tuesday to Friday 12 pm – 8 pm and Saturday 10 am – 2 pm. Specific schedule will be based on student's availability and agency need. Accommodations may be made for the right candidate.

COMPENSATION

This is an unpaid internship unless you have been awarded college work/study funding.

RESPONSIBILITIES

Duties will vary depending on the needs of the Family Activities Manager but may include;

- Coordinating individual volunteers and volunteer groups helping with activities
- Collaborating in the review, revision, planning, and implementation of programming
- Creating, planning, and facilitating at least one special project

- Assisting RMH Houston staff with chaperoning off-site field trips
- Coordinating volunteers and staff assigned to organize inventory
- Capturing, uploading, and cataloging photos and stories for RMH Houston media use
- Attending Operations Department and interdepartmental staff meetings
- Supporting data entry for grant funded components and in-kind giving

QUALIFICATIONS

- Ability to relate to families and children of various ages and cultural backgrounds
- Ability to comfortably engage with patients and families of seriously ill children
- Basic knowledge of child development to adapt programming for varying needs
- Outgoing, a good listener, and detail oriented
- Demonstrates good judgment, flexibility, dependability, and self-motivation
- Strong verbal and written communication skills
- Comfortable completing research and communicating findings

REQUIREMENTS

- Must have completed at least four semesters of college in degree applicable to role
- Successful completion of background check
- Prior experience managing children in school or camp setting preferred

PHYSICAL DEMANDS

Must be met to perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to regularly walk long distances, sit and stand, reach with arms and hands, speak, and hear
- Able to lift up to 25 pounds
- Good vision up close and at a distance, good depth perception

EDUCATIONAL BENEFITS

- Experience working directly with patients and families in healthcare crisis
- Experience managing a team of volunteers
- Experience working with non-profit professionals in a supportive work environment
- Apply knowledge gained from coursework to work circumstances
- Experience developing and implementing programs in social service setting
- Letter of recommendation available upon successful completion of internship

APPLICATION SUBMISSION

Create a Volunteer Hub account at [Ronald McDonald House Houston \(volunteerhub.com\)](https://www.volunteerhub.com), select **college internship program**, and complete the application. Resume **must** be uploaded.

After reviewing your completed application, our staff will contact you to discuss the next steps.