



Keeping families close®

JoyFull Eats 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

For RMH Houston families, consistently eating nutritious meals during their hospital stay can be a huge challenge. The financial burden combined with the thought of leaving their child's bedside to grab a bite to eat can be terrifying. JoyFull Eats, RMH Houston's meals program, helps alleviate hunger by providing quick, healthy food options for families. The JoyFull Eats intern contributes to the success and growth of the JoyFULL Eats program at all four RMH Houston locations by providing hands-on assistance, engaging with donors, helping with outreach, and providing administrative support.

LOCATION

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

SCHEDULE

Available for fall, winter, or summer start dates. Specific schedule will be based on student's availability and agency need. Evening and weekend availability is preferred.

COMPENSATION

This is an unpaid internship unless you have been awarded college work/study funding. If hired, compensation is up to a maximum of 20 hours per week.

RESPONSIBILITIES

Duties will vary depending on the needs of the Food Operations Manager but may include;

- Assisting in the coordination and scheduling of groups and donation drop-offs
- Assisting with distribution center inventory and food storage checks
- Assisting with "Stuff the Bus" event planning and on and off-loading
- Assisting staff in addressing donor groups' needs
- Assisting with donor recognition and tracking in donor database

- Assisting with identifying, recruiting, and developing new meal and in-kind donors
- Participating in outreach to develop new community partners

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
- A team player who works well in a dynamic, ever-changing environment
- Outgoing, a good listener, and detail oriented
- Demonstrates good judgment, flexibility and dependability
- Ability to interact professionally with donors, staff, volunteers and the public
- Proficient knowledge of Microsoft Office products
- Social media savviness and creativity are preferred

REQUIREMENTS

- Currently enrolled as an undergraduate college student
- Successful completion of background check
- Not required but very beneficial: fluency in Spanish or other language

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 in volunteer management, community outreach, and donor engagement
- Exposure to development/fundraising principles and working with a donor database
- Experience working with non-profit professionals in a supportive work environment
- Experience developing flyers and training materials
- Gain a better understanding of hunger and its impact on families in healthcare crisis
- Learn food safety guidelines for settings with immune-compromised patients
- Letter of recommendation available upon successful completion of internship

APPLICATION SUBMISSION

Create a Volunteer Hub account at [Ronald McDonald House Houston \(volunteerhub.com\)](https://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.*