

Ronald McDonald House of Dallas

Job Description

TITLE: Family Activities Intern

REPORTS TO: Family Activities Manager

CLASSIFICATION: Non-Exempt

WORK HOURS: Hours and days are flexible. Minimum commitment of 3 days a week, 8 hours per week, for eight weeks. Additional hours available to meet course requirements.

SUMMARY:

The Family Activity Intern will manage the afternoon summer activity program, The Fun Zone. The Intern will plan and coordinate activities, manage the volunteers involved, and collaborate with the Camp Director in planning summer programming.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- **Fun Zone**
 - Provide structure and guidance for afternoon Fun Zone activities at RMHD
 - Manage volunteer groups – and individual volunteers – that will assist with Fun Zone projects
 - Document Fun Zone statistics and make recommendations for next year
 - Maintain a safe and secure environment for children and families
 - Exemplify creativity and inclusivity when coming up with Fun Zone activities
 - Make announcements and create flyers as needed
 - Coordinate with the Camp Director to plan activities that complement each other
- **Family Services**
 - Clearly enforce Fun Zone rules to Guest Families
 - Demonstrate an atmosphere of warmth, compassion, and support to always ensure a nurturing atmosphere.
- **Other duties as directed by supervisor, administrator in-charge, or CEO.**

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by the intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the intern is regularly required to walk, sit and stand; use hands to finger manipulation, handle, feel, reach with arms and hands and talk and hear.
- The intern may be required to lift up to 25 pounds.
- The vision requirements include close, distance, peripheral and depth perception.

REQUIREMENTS:

- Must be able to interact well with adults and children from a variety of backgrounds.
- Background check required.
- Exceptional time management skills.
- Comfortable directing individuals as well as groups of volunteers.