



Internship Description

Holland Program Intern

January 2018 – May 2018
10-15 hours per week

Reports to: Satellite Manager & Holland Program Coordinator

Kids' Food Basket empowers communities to attack childhood hunger so that young people can learn and live well. We began nearly 15 years ago by serving 125 kids each school day through our Sack Supper program, and have grown to serve nearly 7,500 kids each school/summer program day at 42 schools in Grand Rapids, Muskegon, and Holland. Sack Suppers are nutritious, ready-to-eat evening meals delivered right to a child's classroom or summer site, ensuring that local kids have the nutrition they need to be their best, in school and in life.

Kids' Food Basket provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender identity or expression, national origin, age, height, weight, marital status, genetic information, qualified disability, veteran status or any other protected characteristics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Main Responsibilities

- Lead and work with volunteer groups on Sack Supper related activities
- Deliver Sack Suppers to appropriate sites in Kids' Food Basket vehicle as needed
- Organize inventory room as needed; sort donations, acquire in-kind donation data, etc.
- Assist with clean up from various volunteer groups when needed
- Perform administrative duties that include but are not limited to, answering phones, assisting with clerical tasks, and volunteer and/or donor data entry
- Support Holland Development Specialist with financial data entry
- Other duties as assigned

Skills and Qualifications

- Some flexibility is good for this position. Candidate may be asked about evening/weekend availability as needed, but internship is not contingent on this availability.
- Critical thinking skills are essential
- Comfortable working with a diverse group of people
- Able to adapt quickly to a changing work environment
- Must be a high school graduate, seeking higher degree
- Knowledge of Microsoft Office Suite programs (Excel, Powerpoint & Word)
- Eager to learn about how a nonprofit operates
- Physical requirements include being able to lift up to 25 pounds regularly
- Basic understanding of poverty and childhood hunger in Ottawa County

Hours

- Ideal candidate would be available either mornings to early afternoons (9:30 – 2:00 pm) or mid to late afternoon (12:00 – 4:30 pm) during week days to achieve 10-15 hours per week. There could also be some opportunity for evening and weekend hours.

Level 1 Internship: Part-time internship with stipend of College Credit (prior approval from intern's school needed for College Credit)

- 150 hours a semester = \$599 stipend or approved College Credit
- Intern may choose to receive this payment at the end of their 150 hours or receive two payments of \$299.50, with one payment halfway through their internship and the last payment at the culmination of their internship. If chosen, the stipend is provided for non-reimbursed expenses incurred by intern, such as fuel, mileage, parking fees, etc.

To be considered for this internship, candidates must send cover letter and résumé via email, by Monday, December 11. **Applications will be reviewed as they are received.**

(NO CALLS PLEASE)

Send cover letter and resume to:

hire@kidsfoodbasket.org