



Internship Description

Kids Helping Kids Program Intern- Muskegon

150 hours / 10-15 hours per week

Reports to: Senior Outreach Manager and Kids Helping Kids Coordinator.

For fifteen years, Kids' Food Basket has been a force for attacking childhood hunger to help young people learn and live well. One in five Michigan children struggles with hunger, robbing them of their energy, health and dignity. A lack of consistent, nutritious food limits cognitive development, leaving kids unable to concentrate in school. Kids' Food Basket is playing a critical role in ending the cycle of poverty by helping kids get the nourishment they need to succeed in school and life.

Childhood hunger is a community problem, with a community solution. Over the past decade, we've grown from serving 125 kids at 2 school sites in Grand Rapids, to now serving nearly 7,500 kids between 34 schools in Grand Rapids, three schools in Muskegon and two schools in Holland. All programs are charitably funded by their individual communities, and made possible through the help of over 250 volunteers every day!

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identification, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status or genetics. 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.

Description of position:

- Drive the development of the Kids Helping Kids program by taking a proactive role to increase youth impact. This includes but is not limited to empowering youth in our community, becoming a dependable and versatile member of the team and reaching out to diverse audiences of our community.

Responsibilities

- Effectively interact and act as the liaison between Kids' Food Basket and the diverse population of youth volunteers that range from 5-18 years of age through the Kids Helping Kids program.
- Provides physical and tactical support to all participating schools/organizations to complete fund raisers and food raisers.
- Assist the Kids Helping Kids Team with Youth Action Board programming, including fundraising and project planning support for students
- Support the Kids Helping Kids program in Outreach events, some of which may take place on weekends or outside office hours.
- Support the Kids Helping Kids program by performing administrative duties that included but are not limited to, answering phones, preparing donor thank –you notes and receipts, and volunteer and donor data entry.
- Support the Sack Supper Program by assisting with packing of the sack suppers.

- Gain and understanding of the issue of childhood hunger.
- Flexible scheduling, evening and weekend hours will be necessary. We are seeking an individual that would have ability to attend events during day and evening and weekends as needed. This position would require up to 15 hours per week.

General and Essential Job Functions

- Participate in and assist with, daily tasks of Kids' Food Basket.
- Physical requirements include a typical office environment, with periods of sitting at a computer screen and being able to lift up to 25 pounds.

Skills and Qualifications

- Experience working or volunteering in education programs.
- Studies in Education desired.
- Knowledge of Microsoft Office Suite programs (Excel, Powerpoint, & Word).
- 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.
- Have reliable transportation to and from Kids' Food Basket.
- Eager to learn about how a nonprofit operates.
- Spanish speaking applicants encouraged to apply.
- Passion for attacking childhood hunger.

Hours

- Ideal candidate would be available either mornings to early afternoons (9:30 – 2:00 pm) or late afternoon, evening (3:00-8:00pm) during week days and occasional weekends.

Level 1 Internship: Part-time internship with stipend or 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,.

Applications will be reviewed as they are received.

(NO CALLS PLEASE)

Send cover letter and resume to:

[hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org)

