



## **Internship Description**

### **Sack Supper and Volunteer Program Intern**

Ongoing Internship – Typically one student needed for Fall/Winter, one student for Winter/Spring, and potentially a Summer intern.

150 hours total/10-15 hours per week

Reports to: Sr. Program Manager & Volunteer Manager

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 39 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 nutritious 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, 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, including driver program and any Sack Supper production needs
- Deliver sack suppers to appropriate sites in Kids' Food Basket vehicle
- Organize warehouse; sort donations, acquire in-kind donation data, etc.
- Assist with clean up from various volunteer groups when needed and prepare facility for evening volunteers
- Perform administrative duties that include but are not limited to, answering phones, assisting with clerical tasks, and volunteer and/or donor data entry
  
- Assist with Volunteer Hub, the online volunteer scheduling software, when applicable
- Other duties as assigned

### **Skills and Qualifications**

- Some flexibility is good for this position. Ideal candidate should be available for the majority of hours indicated below. 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 Kent County

### **Hours**

- Ideal candidate would be available multiple afternoons between 12:30-5:00pm. There could also be some opportunity for morning hours and weekend hours as needed.

### **Physical Requirements**

- Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.
- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible

- amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
  - The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
  - The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
  - The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
  - The worker is subject to outside environmental conditions. No effective protection from the weather.
  - The worker is subject to both environmental conditions. Activities occur inside and outside.
  - The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity
  - The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
  - The worker is required to function in narrow aisles or passageways.

***Level I | Part-time Internship with Stipend***

150 hours a semester = \$599 stipend

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. Stipend is offered regardless of student completing internship for school credit, but check with your respective school for rules and guidelines.

To be considered for this internship, candidates must send résumé via email, as soon as possible. *Please send your general availability with résumé.*

**Applications will be reviewed as they are received.**

Please send cover letter and resume to:

Carly Karasiewicz  
[carly@kidsfoodbasket.org](mailto:carly@kidsfoodbasket.org)

(No Calls Please)