



## **Muskegon Internship: Kids Helping Kids, Sack Supper, Volunteer Programs & Administration Support**

***Kids' Food Basket*** is a grassroots, community solution to childhood hunger. We engage all who care about children reaching their full potential – in school and in life. We began over a decade ago by serving 125 kids each school day through our Sack Supper program and now serve nearly 8,000 kids each weekday in West Michigan. We are currently looking for an intern to provide support to the Kids Helping Kids program, the Volunteer Team as well as some administrative functions. This internship is ideal if you are looking to have a well-rounded experience with a fast-paced nonprofit organization.

**This position is located in our Muskegon, Michigan office.**

### **Job Responsibilities**

#### **Kids Helping Kids Program**

- Support the continued 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.
- 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 fundraisers 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.

#### **Administration**

- Support by performing administrative duties that included but are not limited to, answering phones, preparing donor thank-you notes and receipts, as well as volunteer and donor data entry.

#### **Sack Supper and Volunteer Programs**

- Support the Sack Supper and Volunteer Program by assisting with packing of the Sack Suppers.
- 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 set-up and clean-up for various volunteer groups, as needed.
- Represent Kids' Food Basket at community events.
- Gain an 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.
- Other duties as assigned.

### **Skills and Qualifications**

- Excellent communication skills, both verbal and written
- Strong organizational skills
- Demonstrated poise, tact and diplomacy
- Friendly and professional demeanor
- Excellent attention to detail and extreme focus on follow through
- Outgoing, friendly personality
- Excellent interpersonal skills both in person and over the phone with high level of professionalism
- Comfortable working with diverse populations
- Ability to work in a fast paced, ever changing work environment
- Possess project and time management skills
- Experience working in the nonprofit sector as a volunteer or staff member is preferred
- Well versed in computer programs (Microsoft Office, Excel and Outlook required, experience with Raiser's Edge or another database preferred)
- Work independently as well as collaboratively.
- Basic understanding of hunger and poverty issues in West Michigan

### **Level I | Part-time Internship with Stipend or School Credit**

**Students completing at least 150 hours during this internship may receive either a stipend of \$599 or school credit. If for school credit, it is the responsibility of the student to receive approval from their school in order to receive school credit.**

To be considered for the internship, applicants must send cover letter and resume via email as soon as possible, but no later than Friday May 17th, 2019.

**Applications will be reviewed as they are received.**  
(No phone calls please)

**Send cover letter and resume to:**  
Hiring@kidsfoodbasket.org

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 identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying 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 organization has facilities.