

Operations and Program Internship

The successful candidate can help coordinate a number of task and events. We are looking for a collaborative, self-starter that embodies “The Cool Kids Way” by positively influencing our mission and each other, providing outstanding service to our kids, families, and donors, being creative and collaborative, being humble and honest and having fun! If you believe you can bring your own unique spirit, then Cool Kids is the place for you.

ABOUT US COOL KIDS CAMPAIGN:

Cool Kids Campaign Foundation, a 501(c)(3) nonprofit corporation, is devoted to improving the quality of life for pediatric oncology patients and their families by focusing on the academic, social, and emotional needs brought on by a cancer diagnosis. Founded in 2006, Cool Kids Campaign keeps in mind that kids are kids, healthy or sick, and every kid wants to feel “cool” even when they do not feel well!

General Description:

This internship reports directly to the Managing Director and is responsible for helping plan and execute local programming, events, and administrative duties. Requires an understanding of our mission, goals, and attendance at events.

Expected Hours of Work:

Cool Kids core business hours are 9:00am to 5:00pm Monday – Friday. This internship is generally expected to work 8-12 hours per week, based on internship requirements, during core business hours and occasional weekend work as related to events and other business needs.

Travel:

Occasional travel is primarily local during the business day.

Essential Duties & Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Should you need an accommodation due to disability, please contact the Managing Director.

Programs & Events

- Assist in planning and coordinating program related services and general event logistics including set up, clean up and store runs
 - **Goal:** host 1-2 family programs each month
 - **Objectives:**
 - identify programming needs and service gaps
 - communicate with families and child life workers
 - design mission related programming to support academic, emotional and social needs

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- work with community at large to garner support (volunteers, in-kind and financial) for programming
- in conjunction with staff, stay apprised of COVID policies and update protocol as needed to protect health and safety of children.
- Attends programs during the semester
- Occasionally attends local community events or third-party fundraisers to raise awareness of Cool Kids and obtain local support
 - **Goal:** identify resources and supports for fundraising initiatives to raise funds for programs
 - **Objective:**
 - host community awareness tables to share our mission
 - fostering relationships within the community to create future relationships and support for the program
 - identify areas of need and resources within the community to fill gaps.
- Helping to maintain inventory and organization of event supplies
 - Identify resources within the community for in-kind donations.
 - **Goal:** develop and implement a donation drive campaign to support programs.
 - **Objective:**
 - develop an easily replicated donation drive campaign for youth, teens, and businesses.
 - Inventory clubhouse supplies, interview staff for needs and develop a list of ongoing needs.
 - Create marketing materials and collateral for drives.
 - Identify groups and businesses who would be willing to participate.

Operations

- Assist with creating engaging text, image, video content and flyers/posters
- Assist with the stewardship and cultivation of in-kind donors
- Cool Kids E-News
 - Assist with collecting and editing an article to be used in the e-news and/or writing an article about your internship experience

Required & Preferred Experience:

- A caring committed concern for children and families battling pediatric cancer
- Strong organizational skills with the ability to manage multiple task; detail oriented and strong ability to follow up
- Must be able to work at times with minimal supervision or direction; ability to work independently

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- Excellent communication, analytical, writing and editing skills
- Strong proficiency with Microsoft office suite products (excel, word, power point, etc.), social media networks
- Ability to deliver creative content (text, image and video)

Work Conditions & Physical Requirements:

This job operates in a professional office environment and routinely uses standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is:

- Regularly required to stand; walk; sit; use hands and fingers to handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear
- Regularly lifts and move boxes, supplies and equipment up to 20-50lbs.
- Will experience prolonged sitting, keying of data and speaking on the phone

General Office & Other Duties:

All staff members, interns, and volunteers are expected to be flexible, cooperative, and adaptable in their support of our overall organizational operations. As a non-profit, our team is committed to serving wherever needed. This includes miscellaneous office duties such as cleaning and organizing materials, special event set up and breakdown along with other duties that help ensure the collective success of our mission. Cool Kids Campaign is an ever growing and changing organization. Events and Programming are subject to continuous update, expansion and change. In addition, we expect our staff, interns, and volunteers to be professional at all times, and maintain and protect the confidentiality of patient and family information.

Please note this internship description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the intern for this internship. As the Foundation evolves, so will this internship description. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Duties, responsibilities, and activities may change at any time with or without notice.

The internship description does not constitute an agreement between the employer and intern and is subject to change by Cool Kids Clubhouse as the needs of the organization and the requirements of the job evolve. Your internship with Cool Kids is voluntary and is subject to termination by you or Cool Kids Clubhouse at will, with or without cause, and with or without notice, at any time.

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