



# Ronald McDonald House Charities of Augusta

1442 Harper Street, Augusta GA 30901 • (P) 706-724-5901 • (F) 706-828-5544 • [www.rmhcaugusta.org](http://www.rmhcaugusta.org)

*“Keeping Families Close”*

## FAMILY/CHILD SERVICES & HOUSE INTERN

### **Purpose of Position**

The Family Services and House Intern plays a supportive role to the House Managers and families and children. This position will assist in all aspects of supporting families staying at our House and in aiding House Managers. School credit may be applied for this internship.

- Plan developmentally appropriate activities for the children to enhance their learning and development
- Assisting the families with a comfortable stay and guiding them with compassion.
- Evaluating the services families are receiving to ensure all services are available to them and their needs are met.
- Provide general assistance to a family as needed.
- Coordinating families' stay with area hospitals and doctor's offices.
- Assist with performing guest check-ins, orientation and check-out tasks.
- Assisting with database entry and administrative duties.

### **Commitment:**

Exact start and end dates are flexible and will be determined by the House and the student. This position involves approximately 12-20 hours of work a week, the specifics are negotiable.

### **Qualifications:**

- Professional demeanor, solid organizational skills, good time management, ability to multi task.
- Should have completed two years of undergraduate study.
- Concentration of study may include Social Sciences, Child & Family Development, Human Services, Social Work or related area.

**Please send resume and cover letter to Kristin Gordon, Volunteer Coordinator, at [kristin@rmhcaugusta.org](mailto:kristin@rmhcaugusta.org)**