



**“Wishes & More®** enhances the life of a child fighting a terminal or life-threatening condition by providing extraordinary experiences... and more”

### **Intern Position Description**

**Job Title:** Intern – Wish Granting

**Job Description:** This intern will assist our Director of Wish Services in all aspects of our mission, and specifically, granting a wish. This intern will obtain work experience with a nonprofit organization and will help make extraordinary wishes come true for the children we serve. This is an unpaid internship.

**Time Commitment:** Weekly commitment: 8-12 hours per week.

**Responsibilities:**

1. Communicate with families & medical professionals
2. Make travel arrangements & create itineraries
3. Coordinate volunteer Meeters and Greeters to meet families at the airport for travel wishes
4. Obtain and analyze bids for purchase of gift items
5. Purchase gift items
6. Prepare budgets
7. Coordinate volunteers to present gift item to child
8. Possibly make arrangements for meeting celebrities
9. Possibly plan a vocation day for a child
10. Attend related committee meetings within the organization
11. Possibility to train and become a Wish Wizard. The Wish Wizards interview the child to determine their wish.
12. Other duties as assigned

**Qualifications:** Proficient in Microsoft Office programs, strong organizational skills, good listening skills, excellent oral and written communication skills, ability to work independently, willing to accept a variety of tasks, and a positive attitude.