



“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 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 and medical community
2. Process required forms needed for wish process
3. Make travel arrangements
4. Coordinate meeters and greeters to meet families when leaving and returning from their wish experience
5. Obtain and analyze bids for purchase of gift items
6. Request donations from vendors for wish fulfillment
7. Purchase gift items
8. Prepare budgets
9. Coordinate volunteers to present gift item to child
10. Coordinate wishes involving celebrity meets
11. Plan a vocation day for a child
12. Prepare budgets
13. Attend, as a member, related committees within the organization
14. Answer phones
15. Other duties as assigned

Qualifications: Proficient in Microsoft Office programs, strong organizational skills, skillful listening skills, excellent oral and written communication skills, ability to work independently. Career interest in non-profit organization, willing to accept a variety of tasks, and a positive attitude.