



Program Services Internship

General Description:

Under the supervision of the Program Services Director, Starlight Children's Services Interns will provide assistance and development to Starlight core programs (Fun Centers, PC Pals, Great Escapes, and Hospital Happenings.)

Responsibilities and Duties:

Specific duties are discussed in interviews and include the following but are not limited to: planning Program Services events, soliciting in-kind donations for program services, interacting with Starlight families, volunteers, and Washington State hospital personnel, word processing and general office administration.

Required Skills:

Ability to act as a liaison for Starlight Children's Foundation by providing program specific information and services to Starlight families, Washington State Pediatric facilities, donors, and the public community. College students preferred. Strong desire to work with a non-profit agency.

Desirable Skills:

Prefer college level course work focused on health and human services, social work, or business administration. Other course work is also welcome. Must be proficient with MSOffice, specifically MSWord. Valid driver's license, proof of insurance and reliable transportation.

Time Requirement:

Starlight requires a minimum of three months commitment or one semester/trimester. During this time period, the Children's Services Intern is expected to work at the Starlight office 10 hours per week. This is an agreed schedule during regular office hours of Monday through Friday, 9:00 a.m. to 5:00 p.m. Children's Services Interns may occasionally flex their schedule if they are required to attend Program Services events.

Compensation:

Internships with Starlight Children's Foundation are unpaid but offer hands-on opportunities and experience that can lead to a rewarding career.

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