

## Children's National Medical Center Volunteer Services Washington, DC

**1** Please describe your organization briefly, including mission statement, activities, size, etc.

*Children's National Medical Center is a non-profit health care facility providing total pediatric care to children from birth through 21 years of age regardless of race, creed, geographic boundaries or the parents' ability to pay. The mission of Children's National Medical Center is to improve health outcomes for children regionally, nationally and internationally, to be a leader in creating innovative solutions to pediatric healthcare problems and excel in Care Advocacy, Research and Education to meet the unique needs of children, adolescents, and their families*

**2** Describe **in detail** the work or project an intern will do, **please be as specific as possible**. The intern will work with other college interns to do the following:

***Supervise the High School Volunteer Program.*** Duties include assisting in the training of high school volunteers; ensuring volunteer competencies and compliance with regards to safety, universal precautions and medical clearance; overseeing and coordinating high school volunteers hours and attendance; managing high school volunteer assignments; monitoring each high school volunteer's performance and provide feedback as needed; overseeing completion of the program—determining hours completed for each volunteer and ensuring each volunteer's file is complete.

***Assist Volunteer Services staff with a variety of office projects/tasks*** Duties include delivery of flowers/balloons/baskets up to patients; handle administrative tasks such as answering phone, copying, faxing and data entry; assist with compilation of data for annual reports; fill in at the hospital Welcome Desk and Gift Shop as needed.

***Volunteer Services staff will offer the intern limited opportunities to explore other areas/interests in the health care setting.***

**3** Describe any particular skills, background, or qualities you are seeking in an intern

*We are seeking a mature and customer service-oriented individual who embraces being part of a team. The individual should have computer experience (Powerpoint, Excel and Publisher a plus) and good written and oral communication skills. We are also looking for someone with leadership skills who shows initiative and is not afraid to ask questions.*

There are required dates for this internship. Internship must start on \_\_\_\_\_ and end on \_\_\_\_\_ or most include the period

\_\_\_\_\_.

**X** Start and end dates for the internship are flexible. **We hope for someone to start by June 23 as the high school volunteer program starts end of June. We'd like someone to be able to work through AT LEAST August 17. We are flexible with regards to exact dates.**

The expected working schedule for this internship:

Begin 8:30 a.m. End 5:00 p.m.

Lunch break: Length one hour specific time \_\_\_\_\_