



Keeping families close

706 Grove Road Greenville SC 29605  
rmhc-carolinas.org | 864.235.0506

## What we are looking for: Family Services & Hospitality Intern

**At the Ronald McDonald House of the Carolinas, you do more than make a living; you make a difference!** Working to continue providing a place of hope and restoration for families with critically ill or injured children, we're calling on the innovators, visionaries, and the determined to join our family! As one of the Upstate's most respected nonprofits, we know what it's like to stand out. Your background, perspective, and desire to make an impact set you apart. That is why we are looking for you.

### Internship Description:

<b>Stipend:</b>	Unpaid Internship
<b>Dates of Position:</b>	2 months minimum – 6 months maximum
<b>Time Commitment</b>	3 days/15 hours a week minimum. Hours are flexible between the hours of 9:00 a.m. and 5:00 p.m.
<b>Reports To:</b>	Michael Lanier, Development Manager Tasha Bruce, Operations Director

As an RMHCC intern, you will see your work's impact daily. We are looking for a passionate team player to assist the House Staff in a wide range of projects that benefit the mission and vision of the Ronald McDonald House. The intern will gain hands-on experience and training, including hospitality, operations, marketing, development, and communications, while also gaining a high knowledge of how a non-profit organization operates.

- Represent the house as the first point of contact for many families who enter our doors
- Assist our Director of Operations with daily tasks related to guest welcome, check-in, experience, and check out
- Assist in the development of creative solutions regarding the use of space and activities
- Assuring the quality of our guest's stay is met by monitoring our promise of a clean, comfortable home away from home
- Create a plan of how to elevate our level of service continuously
- Collaborate with the Development and Volunteer team to reach mission goals
- Assist in promoting volunteer opportunities and the meeting of house needs through donations
- Work with House Staff on other assignments as needed

### Skills and Experience:

- Desire to work in the non-profit industry with an overall experience for helping others
- Compassionate in nature with exceptional interpersonal skills
- Thorough and detailed expertise with written and verbal communication
- Developed organizational skills and great attention to detail
- Able to manage multiple activities at one time, showing self-initiative
- Prior experience working in the hotel/hospitality industry is preferred

### Please submit your resume to:

Michael Lanier, Development Manager at [mlanier@rmhcarolinas.com](mailto:mlanier@rmhcarolinas.com)  
RMHC of the Carolinas | 706 Grove Road Greenville, S.C. 29605