Cool Kids Clubhouse is recruiting an Operations & Programs Intern. The successful candidate has the ability to help coordinate a number of administrative duties and support events. We are looking for a collaborative, self-starter that embodies “The Cool Kids Way” by positively influencing our mission and each other, providing outstanding service to our kids, families and donors, being creative and collaborative, being humble and honest and having fun! If you believe you can bring your own unique spirit, then Cool Kids is the place for you.

ABOUT US COOL KIDS CAMPAIGN:
Cool Kids Campaign Foundation, a 501(c)(3) nonprofit corporation, is devoted to improving the quality of life for pediatric oncology patients and their families by focusing on the academic, social, and emotional needs brought on by a cancer diagnosis. Founded in 2006, Cool Kids Campaign keeps in mind that kids are kids, healthy or sick, and every kid wants to feel “cool” even when they don’t feel well!

General Description:
This internship reports directly to the Managing Director and is responsible for helping plan and execute local programing, events and administrative duties. Requires an understanding of our mission, goals, and attendance at events.

Expected Hours of Work:
Cool Kids core business hours are 9:00am to 5:00pm Monday – Friday. This internship is generally expected to work 8-12 hours per week during core business hours and occasional weekend work as related to events and other business needs.

Travel:
Occasional travel is primarily local during the business day.

Essential Duties & Responsibilities:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Should you need an accommodation due to disability, please contact the Managing Director.

Programs & Events
- Assist in planning and coordinating program related services and general event logistics including set up, clean up and store runs
- Attends most events during the semester such as movie nights and smile celebrations
- Occasionally attends local community events or third-party fundraisers to raise awareness of Cool Kids and obtain local support for solicitation opportunities
- Helping to maintain inventory and organization of event supplies

Board of Directors
Jim Prusak, Chairman * Chris Federico, President-Founder * Ken Singleton * Julie Cox * Gregg Gorman * Dan Jansen
* Jon Price * Barbara Webbert * Harold Wood * Patty Graham * Mike Eruzione

Charlotte Committee
Patty Graham, Chairwoman * Steve Andiloro * Jennie Carter * Brian Edenfield * Erin Finn * Brooke Graham * Debbie Harwell * Regina Hartung
Karen Jansen * Jon Kalupa * Tiffany Kalupa * Mike Lutgring * Wendy Lutgring * Dave Malloy * Chuck McAllister * Geoorgette McMahon
Patti Miller * Tammi Murphy * Mike Nelin * Michelle Murray * Melissa Scott * Julie Sparks

9601 Holly Point Drive, Suite 102, Huntersville, NC 28078 * (P) 704.997.5701 * coolkidscampaign.org
Operations

- Assist with creating engaging text, image, video content and flyers/posters
- Help maintain organizational database entries and update spreadsheets and forms
- Drive to post office for mailing care packages and other items
- Help track and send “Thinking of You Cards” to Cool Kids participants
- Cool Kids E-News
  - Assist with collecting and editing an article to be used in the e-news and/or writing an article about your internship experience

Required & Preferred Experience:

- Strong organization and administrative ability to manage multiple task; detail oriented and strong ability to follow up
- Must be able to work at times with minimal supervision or direction; ability to work independently
- Excellent communication, analytical, writing and editing skills
- Strong proficiency with Microsoft office suite products (excel, word, power point, etc.), social media networks
- Ability to deliver creative content (text, image and video)

Work Conditions & Physical Requirements:
This job operates in a professional office environment and routinely uses standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is:

- Regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear
- Regularly lifts and move boxes, supplies and equipment up to 20-50lbs.
- Will experience prolonged sitting, keying of data and speaking on the phone

General Office & Other Duties:
All staff members, interns, and volunteers are expected to be flexible, cooperative, and adaptable in their support of our overall organizational operations. As a non-profit, our team is committed to serving wherever needed. This includes miscellaneous office duties such as cleaning and organizing materials, special event set up and breakdown along with other duties that help ensure the collective success of our mission. Cool Kids Campaign is an ever growing and changing organization. Events and Programming are subject to continuous update, expansion and change. In addition, we expect our staff, interns, and volunteers to be professional at all times, and maintain and protect the confidentiality of patient and family information.
Please note this internship description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the intern for this internship. As the Foundation evolves, so will this internship description. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Duties, responsibilities, and activities may change at any time with or without notice.

The internship description does not constitute an agreement between the employer and intern and is subject to change by Cool Kids Clubhouse as the needs of the organization and the requirements of the job evolve. Your internship with Cool Kids is voluntary and is subject to termination by you or Cool Kids Clubhouse at will, with or without cause, and with or without notice, at any time.

Intern signature below constitutes understanding of the requirements and duties of the position.

Signature: __________________________________________

Date: __________________________________________