



The Periwinkle Foundation

Program Overview

For 40 years The Periwinkle Foundation has been on the forefront of programming for children with cancer and other life-threatening illnesses. Our signature program, Camp Periwinkle, takes place each summer and gives over 185 children the chance to make memories that will last a lifetime. Whether on treatment or off, patients and their siblings spend a week packed with adventure; from ropes courses and horseback riding to cooking and arts & crafts, no camp experience is spared!

In an effort to make the week of Camp Periwinkle the most magical week of these children's lives, The Periwinkle Foundation hosts special activities throughout the week of camp which require additional volunteer and community resources. The following are areas for which we are in need of additional support:

Opening Day Carnival – the opening day celebration, setting the tone for a week of fun

Friday Fun Day – camp wide activities for a relaxed and fun final day of camp

Camp Clothing Assistance – providing camp appropriate clothing for a third of our campers, ensuring there is no barrier to participation in this life-changing week

Adopt A Cabin – an opportunity for the community to get involved in the fun by collecting and donating costumes for each cabin to wear to the dances

Internship Overview

The Periwinkle Foundation's **Summer Programs Coordinator** will recruit, schedule, train and recognize volunteers and donors for Camp Periwinkle's Special Summer Programs. The intern will work with the Community Programs Director, Community Engagement Manager and the Camp Periwinkle team to identify activities and volunteer opportunities for the Opening Day Carnival and Friday Fun Day. The intern will be responsible for planning programs that take place during the two events and working with vendors and volunteers to successfully execute each. The intern will also work with Periwinkle's Family Coordinator/Social Worker (volunteer) to organize and identify needs for clothing assistance including the purchase of materials, recruiting and organization of volunteers to sort and prepare clothing for each child. Finally, the intern will work with the Family Coordinator/Social Worker to identify donors to adopt each of the camp cabins for dress up costumes and fun supplies for each of the themed dances at camp. The intern will be encouraged to use creativity and ingenuity to make this year's activities unique and successful.

Internship Job Description

The Periwinkle Foundation is seeking a compassionate, organized and self-motivated individual looking to gain experience in volunteer management, family service and event planning. The intern will work very closely with the Community Programs Director, Community Engagement Manager, Program Director and Coordinator, and with the Family Coordinator/Social Worker (volunteer) for guidance. The Intern will work independently and report as the lead coordinator for these events during weekly staff meetings.

Specific Responsibilities Will Include:

- ✓ **Volunteer Coordinating** Identify and recruit volunteers for each of the programs. The intern will be provided with an email marketing program to send volunteer needs requests to our database. He or she will also be in charge of promoting opportunities, collecting completed paperwork, processing background checks and any necessary follow up. The intern will act as the primary point of contact for all day volunteers work closely with volunteer groups.
- ✓ **Community and Donor Coordination** Solicit donors for Adopt A Cabin and organize logistics of delivery of all 18 cabin boxes. Coordinate volunteers to screen donations and organize for delivery to camp. Create stewardship plan to acknowledge donors.
- ✓ **Program Management** Develop and implement new plans for Opening Day Carnival and Friday Fun Day and serve as the lead coordinator for the events.
- ✓ **Recruitment and Community Engagement** Create email and print invitations to send to our volunteers, donors and community partners. Send email requests for volunteers and work with our corporate partners.

Qualifications

- ✓ Must be up to date on and willing to provide proof of COVID-19 vaccinations.
- ✓ Must be currently enrolled as a full-time undergraduate student who has completed at least one year of college and has not graduated.
- ✓ Must be organized, self-motivated, compassionate and professional. Excellent communication skills are required.
- ✓ An interest in children and family services is highly desired.
- ✓ Computer and internet skills will be required.
- ✓ Ability to interact in a professional environment with staff, volunteers and patient families.
- ✓ Reliable transportation.
- ✓ Relatives of EXXONMOBIL employees are ineligible to be hired.

Skill Development

- ✓ **Communication Skills** Communication will be crucial to the success of our intern. He or she will have exposure to all methods of communication: verbal and nonverbal. The student will also learn about effectively communicating through social media and collateral materials while recruiting volunteers and working with donors, Board Members, corporate executives and organization supporters.
- ✓ **Management/Administrative Skills** As the lead coordinator, our intern will be responsible for managing all contact with volunteers and donors who will be participating in the events. Learning time management and planning skills will be critical to the outcome of the events. He or she will be trained in the use of the organization's software and equipment and will follow all administrative and operational procedures.
- ✓ **Professional Skills** As our intern works, both independently and in collaboration with staff and volunteer personnel, he or she will learn a variety of professional skills which will be critical to the role. We will empower our intern to work with leadership and teamwork, improve communication skills and relationship building/networking, clear decision making and time management, and strategic planning and organization.
- ✓ **Other Skills and Competencies** Our intern will gain exposure working with children and families of a sensitive population. It is important that our intern is able to interact with the people we serve and see the benefits of his or her work first hand. We will train our intern on policies and procedures of working with children who are challenged by life-threatening illnesses in a hospital and camp setting.

Schedule

- ✓ Eight (8) consecutive weeks between June 12, 2023 and August 4, 2023
- ✓ Monday through Friday, 9:00a – 5:00p (1 hour lunch break is included)

How to Apply

Mail, fax or email a cover letter, resume and eligibility checklist to:

Erin Locke, Community Programs Director
The Periwinkle Foundation
3400 Bissonnet, Suite 185
Houston, TX 77005
(713) 807-0291 Fax
elocke@periwinklefoundation.org

All applications must be received by April 1, 2023 for eligibility. If you have any questions, please contact Erin Locke at elocke@periwinklefoundation.org or (713) 807-0191