



Ronald  
McDonald  
House®  
Dallas

Keeping families close™



## SUMMER INTERNSHIP POSITION

Sponsored by ExxonMobil Community Summer Jobs Program

### Camp Director

#### JOB DESCRIPTION:

Ronald McDonald House of Dallas will host a summer day camp, Camp Cornet, for children living at the House during Summer 2019. Camp is free and open to patients and their siblings. We are looking forward to our 6th fun filled year of Camp Cornet.

The intern will work with agency Family Activities Coordinator to create and set up the program, train and supervise volunteers and work with guest children and families. This program will be instrumental in helping our families during a difficult time by making children's days happier and more fun.

#### TO APPLY:

Send cover letter and resume via email to Hannah Hopkins at [hhopkins@rmhdallas.org](mailto:hhopkins@rmhdallas.org) or via USPS to Ronald McDonald House of Dallas, 4707 Bengal Street, Dallas, TX 75235. For additional information please call 214.631.7254.

#### RESPONSIBILITIES:

- Provide structure and guidance to the summer day camp program at RMHD – Camp Cornet
- Manage volunteer groups that will assist with Camp Cornet special projects
- Document camp statistics and make recommendations for next year
- Maintain a safe and secure environment for guest campers
- Direct individual camp volunteers
- Create a fun and welcoming environment for guest campers
- Communicate policy and procedure to parents of campers
- Collect and organize required permission slips and release forms from campers
- Oversee daily preparation and wrap up of camp activities

#### REQUIREMENTS:

- Must be enrolled as an undergraduate student returning to full-time enrollment as a sophomore, junior or senior in Fall 2019
- Must be able to interact well with adults and children from a variety of backgrounds
- Background check required
- Exceptional time management skills
- Comfortable directing individuals as well as groups of volunteers
- Maintain enthusiasm when presented with a challenging camper or parent
- Able to manage administrative process for paperwork

*MISSION STATEMENT: Keeping families together, inspiring strength and giving love and support to families whose children are receiving essential medical care.*