



## **Internship Description: Kids Helping Kids Program Intern Grand Rapids**

150 hours per semester / 10-15 hours per week  
Reports to: Senior Outreach Manager and Youth and Inclusion Specialist

For fifteen years, Kids' Food Basket has been a force for attacking childhood hunger to help young people learn and live well. One in five Michigan children struggles with hunger, robbing them of their energy, health and dignity. A lack of consistent, nutritious food limits cognitive development, leaving kids unable to concentrate in school. Kids' Food Basket is playing a critical role in ending the cycle of poverty by helping kids get the nourishment they need to succeed in school and life.

Childhood hunger is a community problem, with a community solution. Over the past decade, we've grown from serving 125 kids at 2 school sites in Grand Rapids, to now serving nearly 7,500 kids between 34 schools in Grand Rapids, three schools in Muskegon and two schools in Holland. All programs are charitably funded by their individual communities, and made possible through the help of over 250 volunteers every day!

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identification, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying physical or mental disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

### **Description of position:**

- Teaching young people the basic tenets of Civic Engagement and foster in them values of community and civic duty. We will explore topics such as connection to community, awareness about social issues, and actions to solve them. We will utilize several case studies to exemplify our teachings, including the Kids' Food Basket experience and food insecurity. Deliver engaging and dynamic lessons on Civic Engagement, following an established curriculum, in a classroom setting with youth groups of all ages
- Support in the overall operation of the Kids Helping Kids program, becoming a dependable and versatile member of the team in reaching out to diverse sectors of our community.

### **Responsibilities**

- Effectively interacting with a diverse population of youth volunteers ranging in age from 5 to 18.
- Provide feedback and make actionable proposals for improving the curriculum based on the experience facilitating it

- Document and collect evidence as well as qualitative and quantitative information on the curriculum delivery and lesson plans.
- Support the Kids Helping Kids program by performing administrative duties that included but are not limited to, answering phones, preparing donor thank –you notes and receipts, and volunteer and donor data entry.
- Gain and understanding of the issue of childhood hunger.
- Provides physical and tactical support to all participating schools/organizations to complete fund raisers and food raisers.
- Support our Family & School Engagement Initiative at outreach events, some of which may take place on weekends or outside office hours.
- Establish meaningful dialogue and relationships with families from diverse backgrounds.
- Flexible scheduling, daytime, evening and weekend hours will be necessary. We are seeking an individual that would have ability to attend events during school day and evening and weekend. This position would require up to 15 hours per week per semester.

### **General and Essential Job Functions**

- Participate in and assist with, daily tasks of Kids' Food Basket.
- Physical requirements include a typical office environment, with periods of sitting at a computer screen and being able to lift up to 25 pounds.

### **Skills and Qualifications**

- Experience working or volunteering in education programs.
- Studies in Education desired.
- Knowledge of Microsoft Office Suite programs (Excel, Powerpoint, & Word).
- Critical thinking skills are essential.
- Comfortable working with a diverse group of people.
- Able to adapt quickly to a changing work environment.
- Must be a High School Graduate, seeking higher degree.
- Have reliable transportation to and from Kids' Food Basket.
- Eager to learn about how a nonprofit operates.
- Spanish speaking applicants encouraged to apply.
- Passion for attacking childhood hunger.

### ***Level I | Part-time Internship***

150 hours per semester = \$599 stipend or college credit

To be considered for this internship, candidates must send cover letter and résumé via email, as soon as possible. **Applications will be reviewed as they are received.**  
(NO CALLS PLEASE)

Send cover letter and resume to:  
Julie VanGessel at [Julie@kidsfoodbasket.org](mailto:Julie@kidsfoodbasket.org)