



*Make-A-Wish® Wisconsin*

## **MISSION DELIVERY INTERNSHIP**

### **DEPARTMENT**

Mission Delivery

### **POSITION DESCRIPTION**

Support the Mission Delivery staff in all aspects of the wish granting experience, with an emphasis on special activities and volunteer programs. Will also include general office duties.

### **GOALS**

- Learn strategies in wish granting process
- Work in database to enter/update files, and update records
- Create a lasting connection between the Make-A-Wish® mission and future experiences.
- Develop and/or enhance organizational and multi-tasking skills
- Understand and experience the power of a Wish.

### **KEY RESPONSIBILITIES**

- Collaborate with Mission Delivery staff in planning wishes and working with volunteer files.
- Make-A-Wish Interns are required to fulfill the Make-A-Wish University School of On-boarding Volunteer Series. The Foundation will provide direction for accomplishing these online.
- Make initial phone contact with potential Wish Families to take a referral.
- Organize and lead the distribution of special events & opportunities donated by community members.
- Track and replenish items in our wish closet.
- Special projects as assigned.
- General office work and data entry related to wish files and volunteers.

### **DESIRED QUALIFICATIONS**

- A two semester internship preferred; At least sophomore standing and enrolled in a college or university pursuing degree in Human Social Service, Social Work, Psychology, Public Health, Business or related field.
- Organized, detailed-oriented and capable of managing multiple tasks.
- Strong written and oral communication skills.
- Mature and responsible.
- Friendly, outgoing and able to build rapport with diverse groups of people.
- Experienced in Microsoft Word, Excel and Publisher.
- Some previous volunteering experience preferred.
- Due to the location of the Make-A-Wish office, access to an automobile is required.

## TIME REQUIREMENTS

- Student must be able to work within a consistent schedule during normal office hours a minimum of 10-15 hours per week and a minimum of 10 weeks.
- The number of hours per week will vary due to the amount of responsibility assumed, volunteer trainings, etc. Attendance at evening or weekend meetings and events may be necessary.

## COMPENSATION

- This is a volunteer position. To enable the receipt of college credits, Make-A-Wish will work with you to meet your school's requirements.
- A \$500 stipend based on a minimum of 100 hours will be paid upon the satisfactory completion of the internship. Hours to be determined between student and Mission Delivery Department.
- Any work incurred work-related expenses will be reimbursed.

## APPLICATION PROCESS

Interested applicants should send a cover letter, résumé and references via e-mail, mail or fax to:

Jennilyn Parulski  
Intern Search  
Make-A-Wish® Wisconsin  
11020 West Plank Court Suite 200  
Wauwatosa, WI 53226  
[jparulski@wisconsin.wish.org](mailto:jparulski@wisconsin.wish.org)  
Fax: 262.781.3736

No phone calls please.

The chosen candidate will be required to submit to a background check, complete volunteer application and sign a conflict of interest and ethics statement.

## THE MAKE-A-WISH Mission Statement

*Make-A-Wish grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.*

Born in 1980 when a group of caring individuals helped a young boy fulfill his dream of becoming a police officer, the Foundation is now the largest wish-granting charity in the world, with 62 chapters in the U.S. and its territories and 37 affiliates in 48 countries on five continents. With the help of generous donors and nearly 25,000 volunteers, Make-A-Wish grants a wish every 38 minutes and has granted more than 225,000 wishes in the U.S. since inception.

Since the Wisconsin chapter was founded in 1984, nearly 5,600 families statewide can attest to the power of a wish. Currently, more than 300 Wisconsin children are in the process of having their special wishes granted. For more information about Make-A-Wish Wisconsin or to learn how you can make a difference, please call 800.236.WISH or visit [www.wisconsin.wish.org](http://www.wisconsin.wish.org).

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Intern Signature

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Date