Job Description: Intern(s)

**Days/Hours:** To be discussed/determined by Facility Supervisor and Intern to fulfill required Internship hours and criteria.

**Dress:** Business Casual/Dressy Jeans

**Reports to:** ABF’s Programs Manager

**Responsibilities (include yet not limited to):**
- Familiarize yourself with the Foundation’s Web Site
- Familiarize yourself with the Foundation’s Programs/Social Services
- Assist in preparation of major events
  - e.g. Fall = Festival of Trees & Children’s Holiday Party; Spring = Camp Courage
- Maintenance of the Foundation’s correspondence materials (program brochures, instructions and binders)
- Update Camper files (medical docs, applications etc.)
- Welcome families/children assisted by ABF as well as all vendors and partners of the Foundation; assist when needed.
- Assist with child patient birthday card program
- Attend staff meetings regularly
- Research child care facilities for awareness program
- Coordinate Mrs. Hotpots mailers
- Stock necessary documents and supplies for Alarm Walk events
- Attend any relevant off-site meetings as required (e.g. Camp Courage coordination meetings or site visit to the hospital)
- Manage meal tickets for family/patient hospital stays
- Any other duties as assigned/necessary

For additional information, please contact:

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