



Princeton
Internships in
Civic
Service

PICS 2010 Internship Description

Organization Name: Children's National Medical Center Volunteer Services

Internship Location: Washington, DC

Required Dates: Yes No If yes, internship must start on: _____ and end on _____ or
must include the period: June 21-August 20, 2010

Housing Will Be Available to Intern: Yes No If yes, housing will be free: or
housing will cost the student:

Expected working schedule for this internship:

Start Time: 8:30am End Time: 5:00pm
Lunch break: half hour (duration) (specific time, if applicable)

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

Organization Description

Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.

Children's National Medical Center is a non-profit health care facility providing total pediatric care to children from birth through 21 years of age regardless of race, creed, geographic boundaries or the parents' ability to pay. The mission of Children's National Medical center is to improve health outcomes for children regionally, nationally and internationally to be a leader in creating innovative solutions to pediatric healthcare problems and excel in Care, Advocacy, Research and Education to meet the unique needs of children, adolescents and their families.

Internship Description

Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.

The summer intern will supervise the hospital's summer high school volunteer program. He/she will also assist Volunteer Services staff with a variety of projects and tasks. Duties include: planning and assisting staff with the training of high school volunteers; ensuring volunteer competencies and compliance with regards to safety, standard precautions and medical clearance; overseeing and coordinating high school volunteers hours and attendance, managing high school volunteer

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assignments and monitoring the volunteers' performances, providing feedback and compiling and running reports on volunteer hours. Interns also plan and implement the end of summer appreciation celebration. The intern will also assist with office duties such as delivering flowers and gifts to patients, answering phones, data entry and compiling data for department reports as needed. Volunteer Services staff will offer the intern select opportunities to explore other areas/interests in the healthcare setting.

Intern Qualifications

Describe any particular skills, background, or qualities you are seeking in an intern.

We are seeking a mature and customer service-oriented individual who embraces being part of a team. The individual should have intermediate computer experience (Word, Power Point, Excel and Publisher a plus) and good written and communication skills. We are also looking for someone with leadership skills who shows initiative and is not afraid to ask questions.

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