

## **St. Jude Children's Research Hospital**

### **Description**

St. Jude Children's Research Hospital is unlike any other pediatric treatment and research facility anywhere. Discoveries made here have completely changed how the world treats children with cancer and other catastrophic disease. St. Jude's is America's 3rd-largest health-care charity, with a model that keeps the costs down and the funds flowing, so the science never stops.

### **Potential Projects**

- Assists in the recruitment, screening, and placement of St. Jude volunteers
- Assists in the coordination of Volunteer Services events
- Assists Volunteer Services with volunteer retention
- Assists in the coordination of the Happy Cart
- Assists in the coordination of the Grizzlies House volunteer program
- Coordinates and performs daily operations of the Volunteer Services Department
- as needed by providing customer service to volunteers, visitors, donors, staff, patients, and parents

### **Time Commitment**

10 hours/week minimum

### **Skills Needed**

- Must have completed sophomore year of college (junior or above)
- Must have a concentration in non-profit management, business, communications, public administration, or public relations
- Able to interact positively with all ages and types of people from different backgrounds
- Understands how to maintain good relations with parents/patients, ALSA/hospital staff, volunteers, and general public
- Possesses excellent customer service skills
- Has the ability to communicate effectively, both orally and written
- Possesses program development skills
- Has working knowledge of computer operations, preferably MS Office

### **Contact**

Kathryn Berry Carter (901)-595-2277

[volunteers@stjude.org](mailto:volunteers@stjude.org)

**For more information and application deadlines, please see [www.stjude.org/hospitalvolunteer](http://www.stjude.org/hospitalvolunteer) and click on internship opportunities.**