



Children's TherAplay
The Children's TherAplay Foundation, Inc.

Nonprofit Fundraising and Administrative Internship – Job Description

TITLE:	Intern
EMPLOYMENT TYPE:	Unpaid (Volunteer)
HOURS:	20 hours/week
REPORTS TO:	Katie Stratman (Development Assistant & Volunteer Coordinator)
GENERAL FUNCTION:	Support the fundraising development team. Responsibilities may vary depending on the goals and interest of the intern and the current projects of the department.
REQUIRED EDUCATION:	High School Graduate; currently working towards undergraduate or graduate degree.
CERTIFICATIONS:	CPR/AED/First Aid Certification helpful but not required.
PREREQUISITE SKILLS:	<ul style="list-style-type: none">• At least one years of post-secondary education. Experience and/or coursework in fundraising, nonprofit management, or marketing and communications a plus.• Interest in making a difference for those in the special needs community.• Outstanding communication skills, both oral and written, are essential.• Ability to incorporate a basic understanding of human behaviors, developmental needs, physical needs, emotional needs, and comfort during all interactions.• Working knowledge of Microsoft Office including Outlook, Word, PowerPoint and Excel.

ESSENTIAL FUNCTIONS:

The following functions describe the essential duties of this role. Other additional related duties may be assigned from time to time.

1. Accompany and provide support to clients as a side walker during pediatric hippotherapy treatment sessions in the arena.

2. Provide administrative support to the front office, billing, and therapy staff.
3. Assisting with department projects related to donor recognition and stewardship.
4. Participate in the planning, organizing and executing of programs, events and fundraisers.
5. Maintain patient confidentiality conforming to HIPAA privacy regulations.
6. Other duties as assigned.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Ability to lift 40 pounds overhead.
- Ability to walk up to 5 miles per day.
- Ability to work around horses.
- Ability to sustain frequent
 - Standing, Walking, Bending (forward and sideways), Grasping, Twisting at the waist, Squatting, Kneeling

ORGANIZATION OVERVIEW:

Located in Carmel, Indiana, The Children's TherAplay Foundation is a not-for-profit outpatient pediatric rehabilitation clinic providing physical and occupational therapies for children with special needs. A unique aspect of Children's TherAplay's programs is that we incorporate the movement of horses (known as *hippotherapy*) as a therapy tool during physical and occupational treatments.

Children's TherAplay is an Equal Opportunity Employer. We are committed to the inclusion of and full participation by all persons in the achievement of our mission.

RESUME SUBMISSION DIRECTIONS:

Interested candidates should submit their resume, cover letter and timing of preferred internship to Katie Stratman, Development Assistant and Volunteer Coordinator, by mail or email. No phone calls please.

Email address: kstratman@childrenstheraplay.org

Mailing address: Children's TherAplay, Attn.: Katie Stratman, 9919 Towne Rd., Carmel, IN 46032

DISCLAIMER* At the completion of the internship position, a contracted position with the foundation is not guaranteed.