Job Description – Children's TherAplay Intern

TITLE: Intern

EMPLOYMENT TYPE: Unpaid (Volunteer)

REPORTS TO: Executive Director

GENERAL FUNCTION: The Intern is responsible for assisting the staff in all areas of the facility. Their responsibilities include but are not limited to supporting the therapists in therapy sessions; completing assigned projects via the Executive Director; carrying out daily operations; participating in the planning, organization, and completion of programs and events; and ensuring patient satisfaction.

REQUIREMENTS: Internships must be part of a graded class in an undergraduate degree program.

                                     The internship will be for a minimum of 15 hours per week for eight or more weeks.

REQUIRED EDUCATION: High school graduate; currently working towards an undergraduate or graduate degree.

CERTIFICATIONS: CPR/AED/First Aid Certification helpful but not required.

PREREQUISITE SKILLS:
- Must have a demonstrated passion for helping others, especially children and/or the special-needs community.

- Must be self-motivated and detail-oriented with solid organizational skills and the abilities to prioritize, multi-task, and meet deadlines.

- Ability to effectively provide customer service to all customers and contacts.

- Ability to communicate openly, honestly, directly, and effectively with all customers and staff by both written and verbal skills.

- Ability to maintain patient confidentiality at all times, conforming to HIPAA privacy regulations.

- Ability to incorporate a basic understanding of human behaviors, developmental needs, physical needs, emotional needs, and comfort during all interactions.

- Understanding of / experience with computers including recent versions of Microsoft Office Suite.

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 (on occasion) to therapists in pediatric therapy sessions in the arena and clinic during treatment.

2. Perform necessary day-to-day operations in and outside the facility.

3. Assist the Executive Director, Marketing Programs Manager, and Administrative Manager in various projects, assignments, and tasks.

4. Participate in the planning, organization, and implementation of programs, events, and fundraisers.

5. Participate in events, and occasionally represent organization at outreach events.

6. Respond to internship candidate inquiry calls and emails. Participate in the interview process and selection of the incoming intern.

7. Other duties as assigned.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:
- Ability to lift 25 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:

The Children's TherAplay Foundation is a not-for-profit pediatric outpatient clinic just north of Indianapolis that serves children with special needs. But that's only the beginning of the story.

Children's TherAplay is one of the few clinics in the country dedicated to providing physical and occupational therapies on horseback. Our therapists combine a sensory-rich, child-centered clinic with *hippotherapy* – the movement of horses – to provide carefully graded motor, sensory, and neurological input.

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 Hillary McCarley, Executive Director, by mail or email. No phone calls please.

Email address: hmccarley@childrenstheraplay.org

Mailing address: Children's TherAplay, Attn.: Hillary McCarley, 9919 Towne Road, Carmel, IN 46032

DISCLAIMER: A contracted position with the Foundation is neither implied nor guaranteed as a result of this internship.