

Volunteer Internship Program Overview

RECRUITMENT AND PLACEMENT

- A few weeks before each application deadline, we start posting on all of the local college and university websites.
- Interns are required to submit a cover letter, resume and Intern Application.
- At the end of the application deadline, we sort through the submitted applications and choose a select group to interview.
- Interns are introduced to the positions that best fit their skills/interests during their interview and are able to communicate their personal preferences with their interviewer.

TRAINING

- Before the start of each session, we host an Intern Orientation. The orientation covers: General Make-A-Wish information - how we started, the wish process, types of wishes, wish impact and ways to get involved.
- Intern guidelines, rules and expectations - including dress code, parking procedures, printers & office equipment, office manners and phone etiquette.
- Tutorial on how to log in to the server and e-mail account.
- Interns will have all of their necessary paperwork (background check, COI, etc.) completed at or before their orientation.

MANAGEMENT

- At the end of the internship session, interns are allowed to stay on for consecutive terms if they choose. When they do decide to leave, interns are asked to submit their Time Sheets and complete an Intern Exit Interview.