



Job Description – Internship

TITLE:	Event Planning Intern
EMPLOYMENT TYPE:	Unpaid (Volunteer)
SCHEDULE:	Part-Time; 10-15 hours per week.
REPORTS TO:	Events Manager
GENERAL FUNCTION:	The Event Planning Intern is responsible for assisting the Events Manager with event planning tasks which help raise funds and awareness for Children's TherAplay.
REQUIRED EDUCATION:	High School Graduate; currently working towards undergraduate or graduate degree.

WHAT IT TAKES TO SUCCEED:

- Passion for helping others in the special needs community
- Ability to effectively provide customer service to all customers and contacts.
- Ability to maintain the Children's TherAplay brand standards through all communications online and offline
- Ability to think creatively and outside of the box
- Must be willing to make phone calls to solicit and secure silent auction donations
- Must be self-motivated and willing to tenaciously follow-through

ESSENTIAL PRIMARY DUTIES:

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

1. Assist with all major functions of the Silent Auction for Hoe-Down, our biggest fundraising event, including but not limited to:
 - a. Solicit companies, restaurants, etc. for silent auction donations
 - b. Tract progress in shared spreadsheet
 - c. Follow-up with contacts and make arrangements to get donated items to Children's TherAplay
 - d. Upload pictures/item details onto mobile bidding site
2. Attend Hoe-Down on September 24th, 2022 and oversee silent auction check-out



Children's TherAplay

The Children's TherAplay Foundation, Inc.

3. Assist with other various tasks in preparation for Hoe-Down
4. Maintain patient confidence and protect operations by keeping patient information confidential, conforming to HIPAA privacy regulations.
5. Other duties as assigned.

ORGANIZATION OVERVIEW:

Located in Carmel, Indiana, The Children's TherAplay Foundation is a not-for-profit outpatient pediatric rehabilitation clinic providing physical and occupational therapy which uses the movement of a horse as a tool in treatment for children with special needs. We provide in clinic speech therapy for our current client base as well with plans to expand the speech program in the future. We treat kids 18 months to 13 years with a variety of diagnosis and developmental delays.

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 Breinne Lasley, Events Manager at blasley@childrenstheraplay.org.
No phone calls please.

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