



Stepping Stones Job Description
2022 Summer Special Events/Development Department Intern (Paid)

Non-Profit Organization: Stepping Stones

Complete Address: 5650 Given Rd., Indian Hill, 45243 (main address)

Intern will be headquartered at our Terrace Park Campus: 621 Wooster Pike, 45174

Phone: 513-965-5103

Web Site: www.steppingstonesohio.org

Hourly Rate: \$12.75/hr

Intern Supervisor Name, Title and E-mail Address: Sara Schaser, Special Events Manager

Send resume & cover letter to: Sara.Schaser@steppingstonesohio.org

Agency Services: Stepping Stones started in 1963 as Greater Cincinnati's first summer camp for children with disabilities. The United Way partner agency continues to offer an acclaimed summer day camp and residential camps for children and adults with mild to severe disabilities and has year-round programs including adult day programs, overnight respite, alternative education for students with severe autism and Saturday clubs for children and young adults with disabilities. Stepping Stones has a tradition of filling gaps in service needs for children and adults with physical and mental disabilities including autism, Down syndrome, cerebral palsy, intellectual disabilities, etc.

We have strong volunteer support, including more than 700 students during the summer programs in a typical year. Programs are at four sites – Given Campus in Indian Hill; Allyn Campus in Batavia, Drex Campus in Norwood and Parkcrest Campus in Western Hills. The intern is headquartered at an administration building in Terrace Park with the Development team.

Internship Responsibilities: Intern will assist with the planning, promotion and execution of two events:

First is the Golf Classic on June 6, 2022. Golf Classic hosts 180-200 players at O'Bannon Golf Course in Loveland, OH. Event includes sponsorships, auction, raffle, breakfast, lunch, and dinner. Intern will assist with event logistics, planning and execution as well as volunteer recruitment.

Second event and intern's key job is to assist with the agency's premier fundraiser: the 2022 Bloom For Stepping Stones (Sept. 10) – a \$150-per-person evening garden party with auction, dinner-by-the-bite and dancing. In a typical year, this event draws 450 guests and nets nearly \$300,000 for the agency. The intern will help with event planning, publicity, auction, food solicitation, and record-keeping, working closely with the event coordinator and high-profile committee members. Ongoing responsibility includes updating files and the database. This internship is serious work but also lots of fun. Be prepared to be an essential part of a vibrant team. Attendance at the Golf Classic and Bloom are two required events for internship.

Required Skills/Training:

Phone and writing skills.

Ability to use a digital camera.

Valid driver's license & car.

Ability to use your own laptop.

Should be familiar with Microsoft Office Suite.

Basic comfort level around children and adults with disabilities.

Internship Period and Preferred Hours: Mid/Late May To Mid-September – Hours and days of the week are flexible, mostly daytime hours – roughly 250 hours total (about 12 – 16 hours per week). Must attend June 6 and Sept. 10 events. Happy to be as flexible as possible with summer vacations within reason and with advance notice. More hours/days around events.