



**C2C Giving Corps**  
**Leaders in Service and Social Entrepreneurship**  
**College Internship Program**

**Cradles to Crayons Overview**

Cradles to Crayons (C2C) was launched in 2002 by Lynn Margherio with the mission to provide, free of charge, children living in low income and homeless situations from birth to pre-teen the basic essentials they need to feel safe, warm, ready to learn, and valued. By partnering with schools, corporations and community groups for donations, and with social-service organizations serving homeless and low-income families, we connect communities that have surplus resources—new or used items in good condition—with communities that desperately need access to those resources. We currently serve over 55,000 children a year out of two locations in Boston and Philadelphia.

**Internship Job Description**

We are looking for enthusiastic, motivated student leaders to participate in Cradles to Crayons internship program. As an intern in this program, you will have the opportunity to immerse yourself in our volunteer operations and take on a leadership role overseeing volunteer groups. During every two hour shift in our “Giving Factory,” volunteer groups work to process the essential goods for children. As a C2C volunteer leader, you will be responsible for educating that group about C2C and managing their volunteer experience at the Giving Factory. Interns will also work closely with the C2C volunteer team to maintain successful warehouse operations and to identify and implement new approaches for improving our volunteer experience.

Interns are expected to commit to working the full semester for an average 8-10 hours per week and responsibilities are likely to include:

- Participate in a 5 hour orientation session.
- Serve as a volunteer leader managing 20-30 person volunteer groups for (2) 3-hour shifts each week
- Analyze and identify opportunities to improve the volunteer experience and the volunteer management process
- Participate in leadership development and networking programs focused on:
  - Social entrepreneurship
  - Volunteer management/customer service

**Program course:**

- Phase One
  - What is a Non-Profit?
  - How Does Cradles to Crayons work?
  - Learning to lead volunteer groups
  
- Phase Two
  - Volunteer based customer service
  - Distribution management at C2C
  - Utilizing social media outlets and strategic Outreach plans
  - Warehouse Management
  
- Phase Three
  - Grant Writing and other revenue streams
  - Improving the volunteer experience
  - Making it Happen/What next?

**C2C Giving Corps Intern Program**

**Can you commit to leading groups on average twice a week?**

- Yes**, Sessions occur: Tues.-Sat.: 9:30 am-12:30pm or 12:30pm-3:30pm and Tues. 4:30pm -8 pm
- No**, I don't feel I can make this commitment

**Which semester session are you available? (Dates are flexible based upon school requirements)**

- Summer** (May 1<sup>st</sup> – August 31<sup>st</sup>)
- Fall** Sept 1<sup>st</sup> – Dec 22<sup>nd</sup>
- Winter** Jan 3<sup>rd</sup> – April 30<sup>th</sup>

First Name	Last Name	Middle Initial
Home Address	City	State Zip
Home Phone/Alternate Phone	Email Address	

**To Apply:** Please email a resume, and the above application information to Joseph Spause, Manager of Operations and Strategic Partnerships at: [Joe@cradlestocrayons.org](mailto:Joe@cradlestocrayons.org)

**Application Deadlines are as follows:**

**Summer:** April 1<sup>st</sup>

**Fall:** August 1<sup>st</sup>

**Winter:** December 1<sup>st</sup>