



**ARTHRITIS FOUNDATION  
UPPER MIDWEST REGION**

5936 Seminole Centre Court, Suite 211  
Madison, WI 53711  
(608) 221-9800  
Fax: (608) 277-0631

**POSITION:** Juvenile Arthritis Program Intern  
**OFFICE:** Madison, WI  
**SUPERVISOR:** Jessica Graser, Program and Event Coordinator  
**DATE:** May – August (Specific start and end date may be negotiable)  
**SCHEDULE:** 8-15 hours a week from May – August.  
During Office Hours (8:30 a.m. and 5:00 p.m.)

**POSITION DESCRIPTION**

The Juvenile Arthritis (JA) Program Intern works directly with the Program and Event Coordinator to develop JA program materials, plan program logistics, and ensure JA programs reach their goals of providing a safe, educational and fun experience for children living with rheumatic conditions and their families. The ideal candidate will have a desire to further their experience in the nonprofit or community health field and learn about juvenile arthritis.

**RESPONSIBILITIES**

- Assist with juvenile arthritis program planning
- Assist with planning and implementation of Camp M.A.S.H. (residential camp for kids ages 8-17)
  - Opportunity to attend the week of camp (optional)
- Assist with coordination of camp volunteer schedules and activities
- Coordinate camper bus schedule and mailing
- Assist with the creation of written materials
- Work with volunteers in a leadership capacity
- Assist in securing in-kind donations
- Manage and organize donations and materials
- Maintain precise data spreadsheets
- Research funding opportunities to minimize program implementation costs
- Other Arthritis Foundation logistical support as needed

**POSITION REQUIREMENTS/QUALIFICATIONS**

- Must be 18 years of age or older
- Working knowledge of Microsoft Office (mainly Publisher, Excel and Word)
- Creativity, organization and good work ethic
- Dependability, adherence to all scheduled work times and ability to work independently
- Demonstrated public speaking and public relations experience
- Positive and professional written and verbal communication skills
- Must be able to lift a minimum of 25 pounds and provide own transportation
- Flexibility and willingness to help out as needed with various projects
- Interest in youth leadership, health, exercise and a proactive approach to health management. Suggested to be pursuing a degree in one of the following disciplines: Communications, Marketing, Child Development, Public Health, Nursing, Recreational Therapy, Social Work

**HOW TO APPLY**

- Please send cover letter and resume to Jessica Graser by email at [jgraser@arthritis.org](mailto:jgraser@arthritis.org)