



Dash for Donation Internship Description

General Information:

Title of Position: Dash for Donation Intern

Term of engagement (How long is this position available?): May through mid-July (start date is flexible)

Hours required: varied but usually 20-30+

Number of Positions Available: 1

Contact Person/Info: Juli Kunselman, jkunselman@lifelineofohio.org

Lifeline of Ohio Mission, Vision and Values:

Lifeline of Ohio's mission is to save and heal lives through the gift of donation.

Our vision is to lead organ, eye and tissue donation, changing lives and empowering communities.

Our Value Statements:

Collaborate.

We value the expertise of our teams, partners and community and are stronger when we work together.

Act with Compassion.

We model cultural humility and lead with the consciousness of others in all we do.

Strive for Excellence.

We improve every day and aspire to the highest level of performance.

Inspire Innovation.

We embrace change and seek opportunities to solve problems.

Champion Diversity, Equity and Inclusion.

We commit to value differences and break down systemic barriers to improve lives in our organization and the communities we serve.

About Us:

An independent, non-profit organization, Lifeline of Ohio, promotes and coordinates the donation of human organs and tissue for transplantation.

Lifeline of Ohio, a Donate Life Organization, has been approved by the Centers for Medicare and Medicaid Services (CMS) as the designated organ procurement organization (OPO) serving 38 Ohio counties along with Wood and Hancock counties in West Virginia. Accredited by both the Association of Organ Procurement Organizations (AOPO) and the American Association of Tissue Banks (AATB), Lifeline of Ohio provides services to 70 hospitals and the communities they serve through its procurement and tissue coordinators, and other professional staff.

Dash for Donation information:

Our goal with the Dash for Donation is to promote organ and tissue donation for the more than 105,000 Americans awaiting a life-saving organ transplant and the millions of others tied to the list through family, friends, coworkers and neighbors.



Dash for Donation Internship Description

This is our 23rd annual Dash for Donation and it has grown from 90 participants to more than 3,000 registrants. This included transplant recipients, transplant candidates, donor families and members of the general public from 26 different states! This year's event, being held on Saturday, July 8 in downtown Columbus at Genoa Park promises to be even better with an exciting blend of activities. They include:

- ◆ 5K Run/Walk with chip timing
- ◆ 1 mile Family Fun Walk
- ◆ Kids and Mascot Dash for those 6 and under
- ◆ A Celebration Wall for participants to celebrate all connections to donation.
- ◆ An expo for all participants to enjoy refreshments and other activities post-race.

Position Requirements:

- ◆ Must have some type of customer service background. Although they will be exposed to several functions of the event, customer service is the main function of this job.
- ◆ At least one year or some event planning experience is preferred.
- ◆ Must have a positive and helpful attitude. Many of our race participants have never been in a walk/run before and will need guidance and a thoughtful approach.
- ◆ Must be proficient in Microsoft Excel and Word.
- ◆ Must be able to communicate using proper grammar and punctuation.
- ◆ Must be detail oriented and able to organize and track information properly.
- ◆ Must be flexible. Some days will be in the office, others off-site to help manage volunteers and assembly projects.
- ◆ Some weekends (including Dash weekend) and evening work may be required.
- ◆ A valid driver's license and vehicle are necessary.
- ◆ Must be able to lift 30-40 lbs and be able to stand for 4-5 hours at a time.
- ◆ Education: Event Management, Sports Marketing, Communications or similar education/experience

Responsibilities:

- ◆ Will handle customer phone calls and emails pertaining to the race.
- ◆ Will learn the basics of organ and tissue donation and be able to answer simple questions.
- ◆ Will handle customer service needs and communicate needs to the event coordinator.
- ◆ Will help with all facets of Dash for Donation execution, including but not limited to communicating with registrants, vendors, partners, staff, and volunteers.
- ◆ Will help prepare materials using basic office equipment.

Goals/Outcomes:

- ◆ This position is to be an extension of the Lifeline of Ohio Public Relations staff.
- ◆ To help educate and promote the message of organ and tissue donation in everything we do
- ◆ To help us grow this race to our goal of 4,000 participants
- ◆ To ensure a positive experience for each participant

For questions or more information, please contact Juli at jkunselman@lifelineofohio.org or 614-384-7375.