Baltimore County Department of Aging
Intern Job Description

Title: Retired and Senior Volunteer Program (RSVP) Intern

Location: Baltimore County Department of Aging Office
611 Central Ave., Towson, MD 21204

Dates of Service: Monday through Friday (varies)

Time Commitment: 8:30 a.m. to 4:30 p.m. (varies)

Supervisor: Alison Vogrin, RSVP Program Director

Summary of Position:
Individuals who have entered into an internship with the Retired and Senior Volunteer Program will be exposed to all of the duties required to manage and operate a successful volunteer program. Where possible and under supervision, the intern will be given direct responsibility for the following tasks after being oriented to the program and trained in the following areas:

- Implement new volunteer recruitment strategies for increasing volunteer enrollment
- Create event flyers, brochures, and assist with quarterly newsletter
- Distribute flyers in the community and identify strategies to increase awareness of volunteer programs
- Prepare press releases and articles and submit material to Digest, local newspapers and online volunteer databases
- Develop marketing strategies to expand awareness of RSVP in the community
- Engage with new partnering agencies to identify volunteer needs for advancement
- Interview volunteers for nominations for various awards and recognition
- Contact individuals who have become inactive with volunteer service in an effort to reenroll them with an opportunity that better fits their needs
- Act as an ambassador for RSVP in the surrounding community

Objectives of Internship:
At the conclusion of the internship, the intern will have been:

- given a thorough orientation to the Retired and Senior Volunteer Program, as well as an overview of the rest of BCDA
- exposed to all aspects of volunteer and program management including administration, programming, marketing, grant writing, grant reporting, volunteer recruitment and retention, partnership development, BCDA community services, and non-profit board management
- able to interact with older adults in a meaningful and positive way
• able to use their creative, management and organizational skills to enhance the programs and services of RSVP
• able to expand their knowledge of aging issues and trends

Qualifications and/or Skills Desired:

• Interested in working with senior adults
• Passionate or understanding of the value of volunteers
• Knowledgeable of or interested in community priorities
• Public speaking
• Creative
• Organized
• Flexible
• Self-starter
• Excellent Customer Service Skills
• Excellent computer skills including Word, Excel, Publisher