Baltimore County Department of Aging

Intern Job Description

Job Title: Senior Centers and Community Services Intern – Center Connection

Location: 611 Central Avenue, Room 326, Towson Maryland 21204, plus senior center location to be determined (TBD)

Dates of Service: Monday through Friday (varies)

Time Commitment: 8:30 a.m. to 3:30 p.m. (varies)

Supervisor: Yvonne Yentsch, Center Connection Manager, plus senior center director (TBD)

Summary of Position:

Individuals who have entered into an internship with the center connection program will be exposed to all the daily operations of the center connection program. Where possible and under supervision, the intern will be given direct responsibility for the following tasks after being oriented to the Center Connection Program (CC) and trained in the following areas:

- Provide direct assistance to center connection clients, i.e., remind them about classes, encourage them to attend classes/special programs and socialize with other members
- Complete daily attendance and contact individuals/caregivers about absence
- Register CC clients for special programs, classes, Eating Together
- Observe an intake assessment and team meeting
- Assist Center Connection Specialist with administrative duties including gathering data for reports, data entry, re-registration, etc.
- Facilitate group activities, e.g., discussion group, trivia, reminiscence, Wii
- Assist with CountyRide ticket sales, registration, notification of changes
- Register members for shopping shuttle, develop schedule for shopping shuttle or coordinate a special trip
- Create flyers for shopping shuttle or special programs
- Develop strategies to expand awareness of center connection program
- Research opportunities for adaptive programs
- Administer survey with CC clients, collate data and write report
- Assist in the development of outreach materials
• Research opportunities for grants and complete application process where possible
• Develop an adaptive program and lead program
• Create or update Excel databases related to referral sources, caregiver mailing lists, outreach opportunities
• Assist in the development of a quarterly newsletter
• Develop information/resource sheets for caregivers

Objectives of Internship:

At the conclusion of the internship, the intern will have been/will be:
• Given a thorough orientation to the Center Connection Program and daily operations
• Given an overview of the Senior Centers Division and the Baltimore County Department of Aging
• Able to expand their knowledge of services and resources available for seniors and caregivers
• Able to understand the aging process and some of the physical, cognitive or mental health issues individuals experience
• Able to use their skills to enhance the programs and services for the center connection client and promote the Center Connection Program
• Able to interact with older adults in a meaningful and positive way

Qualifications and/or Skills Desired:

• Interested in working with senior adults who may have cognitive, physical or mental health conditions
• Creative
• Flexible
• Excellent customer service skills
• Good computer skills, including Microsoft Word and Excel
• Good listening and communication skills
• Organized
• A desire to work one-on-one with senior adults

Certification (helpful but not required):

• CPR, AED and First Aid