



Baltimore County Department of Aging

Intern Job Description

Job Title: Health and Wellness Education Intern

Location: BCDA Wellness Office, 611 Central Avenue, Room 324, Towson, Maryland 21204

Dates of Service: Monday through Friday (varies)

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

Supervisor: Donna Bilz, Program Coordinator and/or Karlayne Parker, Wellness Coordinator

Summary of Position:

Individuals who have entered into an internship with the Wellness Office will be exposed to all the duties required to manage and operate health and wellness programs. Where possible and under supervision, the intern will be given direct responsibility for the following tasks after being oriented to the agency and trained in the following areas:

- Review of year-long initiative development process
- Discuss bi-annual reporting procedure
- Present Healthscope presentations in senior center
- Review Chronic Disease Self-Management Program (CDSMP)
- Attend a CDSMP workshop and evaluate
- Market CDSMP as needed throughout county
- Develop brochures, power points for programs
- Assist with special projects, such as 5K Run, County-Wide Events, EXPO or other events depending on time of year internship is scheduled

Objectives of Internship:

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

- Given a thorough orientation to the Senior Centers and Community Services Division, as well as an overview of the rest of BCDA
- Exposed to all aspects of health and wellness programming
- Able to define Title IIID funding and Federal, state and county oversight
- Able to develop health and wellness education programs and materials, including written materials and PowerPoints

- 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 available
- Able to expand their knowledge of aging issues and trends

Qualifications and/or Skills Desired:

- Interested in and passionate about working with senior adults
- Interest and/or coursework in health and/or wellness education
- Creative
- Organized
- Flexible
- Takes initiative
- Has a desire to learn in a variety of areas through hands on experience
- Excellent customer service skills
- Good to excellent computer skills including Microsoft Word, Excel, Publisher, and PowerPoint

Certifications (helpful but not required):

- CPR, AED and First Aid