



Baltimore County Department of Aging

Intern Job Description

Job Title: Interior Design Intern

Location: Facilities Office, 611 Central Avenue, Room 322, Towson, Maryland 21204

Dates of Service: Monday through Friday (varies)

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

Supervisor: Lisa Kennedy, Programs and Facilities Manager

Summary of Position:

Individuals who have entered into an interior design internship will review the aesthetic appeal and layout of the senior centers and suggest low-cost improvements. Where possible and under supervision, the intern will be given direct responsibility for the following tasks after being oriented to the division and trained in the following areas:

- Visit senior centers, review facilities and speak with users to gain ideas for improvement
- Make suggestions for improvements to visual aesthetics and furniture layout
- Research costs to make improvements and prepare a proposal
- Present proposal to senior center council
- If approved, implement recommendations in conjunction with Programs and Facilities Manager, senior center staff and senior center council

Objectives of Internship:

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

- Given an overview of the Senior Centers Division and the Department of Aging
- Able to interact with older adults in a meaningful and positive way

Qualifications and/or Skills Desired:

- Interested in working with senior adults
- Creative
- Flexible
- Excellent customer service skills
- Good computer skills, including Microsoft Word, Excel, Publisher, and PowerPoint
- Good listening and communication skills
- Organized

Certifications (helpful but not required):

- CPR, AED and First Aid