



Baltimore County Department of Aging

Intern Job Description

Job Title: Nutrition Education Intern

Location: Nutrition Office, 611 Central Avenue, Room 310, Towson, Maryland 21204

Dates of Service: Monday through Friday (varies)

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

Supervisor: Ingrid Beardsley, Nutrition Program Manager

Summary of Position:

Individuals who have entered into an internship with the Nutrition Office will be exposed to all the duties required to manage and operate "Eating Together", the Baltimore County congregate meal program. 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:

- Assist Nutrition Office in review, and possibly revising, procedures for the Eating Together Program
- Assist with the Eating Together Program on daily basis, depending on needs of internship
- Develop nutrition education program(s) for presentation at senior centers and nutrition sites; schedule programs with sites
- Write nutrition education article(s) for Senior Digest
- Update sanitation training if needed
- Develop brochures, power points for programs
- Assist with special projects, such as Senior Expo, Farmers' Market, or Emergency Meals 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 the congregate meal program including menu planning; meal ordering, preparation, delivery and serving; volunteer recruitment and training; and sanitation

- able to define Congregate Meals Program and Federal, state and county oversight
- able to develop nutrition education & food safety materials, including written materials and Power Point
- 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 nutrition and/or nutrition 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
- ServSafe