



Baltimore County Department of Aging

Intern Job Description

Job Title: Senior Centers and Community Services Division Intern – Regional Senior Center

Location: Regional Senior Center (varies)

Dates of Service: Monday through Friday (varies)

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

Supervisor: Senior Center Director

Summary of Position:

Individuals who have entered into an internship with the senior center and community services division will be exposed to all the duties required to manage and operate a successful regional senior citizen activity center. Where possible and under supervision, the intern will be given direct responsibility for the following tasks after being oriented to the center and trained:

- Create, implement and publicize programs/special events
- Create or update Excel databases related to membership, fitness membership, referral sources, program instructors, community partners, advertising opportunities, etc.
- Create event flyers, brochures, and assist with monthly newsletter
- Distribute fliers in the community and identify strategies to increase awareness of center programs and events
- Prepare press releases and articles and submit material to Digest, local newspapers and online newspapers such as Patch.com
- Develop strategies to expand awareness of senior center/center connection activities in the community
- Become a certified Fitness Center Monitor and develop campaign to recruit more members to fitness center
- Oversee “Get Ready! Get Set! Get Fit! 5K Run/1 Mile Walk” committee for center
- Assist Center Director, Assistant Director, and/or Center Connection Specialist with administrative duties including gathering data for reports, data entry, registration/re-registration, reception, clerical, etc.
- Assist with volunteer recruitment, recognition and retention program
- Research opportunities for adaptive programs

- Research opportunities for grants and complete application process where possible
- Evaluate programs and events and make recommendations for enhancement
- Contact individuals who have not renewed their membership to follow up on reasons why
- Prepare/update job descriptions for volunteer positions
- Develop training for volunteers in the areas of customer service, dealing with difficult people, identifying community resources for people with a disability, etc.
- Create a website or Facebook page for the Senior Center Council (as needed)
- Create and send e-mail marketing blasts
- Act as an ambassador around the center to promote programs, events and committees

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 the Baltimore County Department of Aging (BCDA)
- Exposed to all aspects of regional senior center operations and management including administration, programming, marketing, membership and volunteer recruitment and retainment, facility operations, nutrition, CountyRide and BCDA community services
- 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 at the senior center
- Able to expand their knowledge of aging issues and trends

Qualifications and/or Skills Desired:

- Interested in and passionate about working with senior adults
- 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, and Publisher

Certifications (helpful but not required):

- CPR, AED and First Aid