



# DCSL PROGRAMS INTERNSHIP

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## DEPARTMENT DESCRIPTION

The Programs Department at the Durham Center for Senior Life oversees a wide variety of daily activities, programs and special events, including:

- Regular classes in fitness, dance, music, art, nutrition, and technology
- Special monthly presentations by local organizations on topics such as physical therapy, consumer protection, legal services, mental health, and volunteer opportunities
- Daily Congregate meals distribution (served at 11:30AM)
- Weekly movie series and arranged activities such as Bingo
- Seasonal events and parties (i.e., Valentine's Day, Black History Month, Mother's Day, etc.)
- Offering tours to new members
- Community collaborations that support programs (i.e., Durham Police, Durham Library)

The Programs department also oversees and supervises many of the 100+ active volunteers who support our daily programs and activities.

## INTERNSHIP DUTIES & RESPONSIBILITIES SHALL INCLUDE:

Interns supporting the Programs department will assist in the day-to-day tasks of managing these responsibilities.

- Setting up and cleaning up for classes, programs and events
- Helping to plan and staff monthly and seasonal events
- Running activities as needed
- Maintaining current flyers around the center
- Welcoming guest presenters and collaborators
- Helping to develop new community partnerships, classes and programs
- Data entry for program reporting

## QUALIFICATIONS:

- Pursuing a degree in Communications, Hospitality Management, or a focus in collaboration, planning, and implementing programs/activities in the community.
- Must be able to work independently with minimum supervision
- Must be able to communicate effectively in English, both written and orally
- Must demonstrate the ability to work with the elderly and dependent clients, staff and other persons assisting seniors
- Must be able to maintain required records for the program.
- Performs other duties, as assigned by task instructor.

## ORGANIZATIONAL RELATIONSHIP:

The Programs intern reports to the Senior Center Director of Programs, Jacqueline Johnson.