

# Intern – Senior Services

**Direct Supervisor:** Director of Senior Services  
**Department:** Senior Services  
**Version Date:** November 2023  
**Salary Grade:**  
**FLSA Status:** Non-Exempt, Not Represented



## Position Summary:

Under the general direction of the Director of Senior Services, the Senior Services Intern assists with all aspects of the operations of Uptown Social, with a focus on the areas that will best serve the Intern's long-term career interests. These areas might include internal and external communication, special event coordination, volunteer coordination, daily operational support, as well as program coordination and instruction.

## Essential Responsibilities:

Under the general direction of the Director of Seniors Services, with additional direction from the Engagement Coordinator and Program & Wellness Coordinator, activities from the following will be directed based on the long-term career goals of the intern:

1. Internal and External Communications:
  - Assist with social media channel management
  - Update uptownsocial.org
  - Assist with monthly newsletter
  - Provide building tours to prospective members
2. Special Event Coordination:
  - Assist with the planning and execution of any special events and programs
3. Volunteer Coordination:
  - Assist with volunteer training and recognition opportunities
4. Daily Operational Support:
  - Answer calls
  - Assist participants with program registration and sales
  - Process incoming mail and assist with outgoing mail campaigns
  - Work in SchedulesPlus member database
5. Program Coordination & Instruction:
  - Teach fitness classes to a wide range of abilities and interests
  - Assist volunteers with scheduling rooms and securing necessary supplies

## Education & Experience:

- College student looking to gain experience in sectors such as (but not limited to) business management, communications, sociology, exercise science, etc.

## Qualifications & Skills:

- General typing proficiency.
- General proficiency in English, spelling, business math, clerical accuracy, etc.
- Ability to research, gather, and analyze information and make accurate reports.
- Ability to exercise good judgment, courtesy, and tact in maintaining effective working and public relationships.
- Ability to work cooperatively and communicate effectively in written and verbal form.

- Ability to prepare and maintain accurate and complete reports and records and to prepare and present reports and make presentations as needed or required.
- Knowledge of graphic design principles and practices.
- Ability to act, make decisions, and justify action based on good judgment.

### **Post Job Offer Requirements:**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

### **Work Environment:**

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds.

### **Department Summary:**

The function of the Senior Services Department is to serve our customers in a way that establishes a relationship of mutual gratitude- our gratitude for our customer's patronage, and our customer's gratitude for the quality and value they receive. We want to encourage all citizens, especially older adults, to remain active and engaged in their community.

- The vibrancy and health of our organization depends upon the investment of each individual.
- We believe in the inherent value of ALL people.
- We believe in building collaborative relationships.
- We believe that older adults have talent and wisdom to share and are an important community resource.

### **Acknowledgement:**

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_