

Centre Region Active Adult Center Internship (Summer, 1 position available)

Intern reports directly to AAC Supervisor

- General Council of Government overview including municipal members, governance, structure, voting, policies and procedures. Attend one General Forum meeting. Time here is spent with CRPR Director and combined with next two bullets, approx. one week.
- General CRPR overview including municipal service areas, governance, structure, policies and procedures, facilities, programming, and general day-to-day operations. Attend one CRPR Authority meeting. Time here is spent with CRPR Director and combined with next previous and next bullet, approx. one week.
- General Active Adult Center overview including service area, participant history and demographics, staffing structure, programming, and general day-to-day operations. Attend one CRPR staff meeting. Time here is spent with CRPR Director and combined with previous two bullets, approx. one week.
- Targeted experience will include rotations in:
 - Customer service and front-end activities such as checking in participants, ordering meals, scheduling transportation, program registration, providing general information, handling tours and new member inquiries. Time here is spent with FT Staff Assistant (approx. two weeks).
 - Facility operation duties such as cleaning, organizing, set-up/break-down for daily activities, inventory, kitchen responsibilities, supplies/equipment requisition, and inspections. Time here is spent with AAC Supervisor (approx. one week).
 - Programming duties such as coordinating seminar speakers, scheduling needs and adjustments, calendar of events, event promotion, community outreach for new instructors and partnerships, research possible new trips, supplies/equipment requisition, set-up/break-down for daily activities, and related tasks. Time here is spent with both FT Staff Assistant and AAC Supervisor (approx. two weeks).
- Internship Project: Active Adult Center **Special Event TBD** by intern and AAC Supervisor; should take-place in early August before internship is completed. Project should include research and design (including approval process), solicitation of donations if necessary, design and marketing of event through various and traditional AAC methods and through CRPR website, e-newsletter, and social media, event set-up/break-down and day-of responsibilities, and patron evaluation of the event. This project should be an event that runs a minimum of 4 hours and a maximum of 6 hours, and can handle 40-50 participants in the current AAC. If the project is designed for a larger audience, potential use of additional mall space can be arranged (per AAC Supervisor's approval). Internship Project can also serve as a fundraiser for their on-going Capital Campaign. Internship project will be chosen after initial two-three weeks of introductory time, and time will be provided during each introductory week for internship project focus and work time.
- Ideal for those studying parks and recreation, gerontology, family studies, kinesiology, etc.