



Office for Senior Resources Interns

Five Roles and Responsibilities

1. Intern for Mahopac Kitchen
Need culinary and hospitality skills
2. Intern for Mahopac Office
Need general office skills – will also work with seniors and volunteers
3. Intern for Putnam Valley
Need general office skills – will also work with seniors and volunteers
4. Intern for Carmel
Skills or education: social work, geriatrics, psychology
5. Intern for Director & Confidential Secy
Skills or education: administration, site planning, program development

Qualifications and Education Requirements:

Must be enrolled in High School or College at the time of application.

Specific majors, coursework or backgrounds that would be helpful to this work
SEE ABOVE

Preferred Skills

SEE ABOVE

Department: Office for Senior Resources

Location: Donald B. Smith Campus, 110 Old Route 6, Bldg 1, Carmel, NY

Salary:

High School Student	\$8/hr.
College Student	\$9/hr.
Graduate Student	\$10/hr.

Schedule: 28 hours/week for 8 weeks

Supervisors: Mike Cunningham, Doreen Crane, Sean Sampson, Mary White, Michele DiMarco

