



## 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 Secretary**
  - 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.

**Department:** Office for Senior Resources

**Location:** Donald B. Smith Campus Bldg 1  
110 Old Route 6  
Carmel, NY 10512

**Salary:** High School Student \$9/hr.  
College Student \$10/hr.  
Graduate Student \$11/hr.

**Schedule:** 28 hours/week for 8 weeks

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

