



INTERNSHIP, VOLUNTEER OPPORTUNITY

1/2014

Title: Summer Program Event Intern

Little Brothers - Friends of the Elderly is a national network of non-profit volunteer-based organizations committed to relieving isolation and loneliness among the elderly. We offer to people of goodwill the opportunity to join the elderly in friendship and celebration of life.

Our motto, *flowers before bread*, expresses our philosophy that people need the special pleasures in life in addition to the basic necessities. We feel that love and dignity and beauty in life are as basic as physical needs.

As a Little Brothers - Friends of the Elderly intern, you will be a key member of our Program Department team and will be making a meaningful contribution. Undergraduate, graduate and post-graduate candidates are encouraged to apply.

Supervisor: Event Planner

Specific Job Skills required:

Assist with tasks related to Little Brothers - Friends of the Elderly program planning. Tasks include but are not limited to:

- Detail orientated with the ability to multi-task and work collaboratively with the Program Department
- Dependability and integrity
- Computer literacy- especially knowledge of Microsoft Office applications
- Strong communication skills
- Willingness to learn and ask questions

Major Duties and Responsibilities:

- Preparation and planning for parties
- Research of entertainers and development of theme related materials
- Attend and support events
- Dissemination of vacation related materials and mailings
- Track mailing responses
- Manage vacation participant's medical forms and make any necessary follow-up calls with elders and/or doctors as well as submit completed forms to nurse for review
- Assist with clerical duties related to the summer vacation program

Time Commitment:

- 16-20 hours per week (flexible hours) **Candidates must be available to start in early May.**
- 10-12 weeks commitment
- Must have a car for light errands

Benefits:

- Gain experience in the field of aging and the not for profit sector
- Hands-on experience and the opportunity to become directly involved in projects
- Mileage reimbursement.
- Stipend position of \$300/month (based on 20 hours)

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