



Adult Day Health Program Internship (Part Time/Unpaid Internship) **Meals on Wheels Atlanta**

REPORTS TO: Director of the Adult Day Health Program

WORK HOURS: Flexible hours between Monday – Friday

LENGTH OF TIME: Flexible Internships in the Spring, Summer, Fall

JOB DESCRIPTION:

Meals On Wheels Atlanta (MOWA) Mission is to support senior independence through meals, shelter, education and community. Each year, MOWA accomplishes this by delivering nutritious meals, repairing homes, providing community and wellness support, and helping seniors and their families manage Alzheimer's and dementia.

(MOWA) is seeking an energetic, highly-motivated individual to join our team as an Adult Day Health Intern. The intern will provide administrative and staff support while gaining a deeper knowledge of Alzheimer's/Dementia and nonprofit operations. This is an unpaid, part-time position for registered college/university students.

INTERNSHIP OBJECTIVES:

- Increase a student's sense of responsibility.
- Acquire good work habits.
- Enhance multi-tasking skills.
- Enhance communication skills.
- Learn to use nonprofit operations in relation to the Adult Day Health Program.
- Improve public speaking and training Skills.
- Better understanding of Atlanta nonprofit network.

INTERN RESPONSIBILITIES INCLUDE:

OUTREACH:

- In coordination with the Director of the Adult Day Health Program, reaching out in the community to increase the center's size.
- Help Director in marketing tools and tactics to bring awareness to the center.
- Help assist with family needs and resources while offering direct assistance to the Director as needed.

Adult Day Health:

- Recruiting new participants for the Adult Day Health Program.
- Conduct phone calls and emails as needed.
- Developing a friendly rapport with all participants and caregivers.
- Work collaboratively with program staff to assist volunteers when in the center conducting projects.
- Help serving lunch and/or breakfast as needed.

ADMIN:

- Provide general administrative support to the Adult Day Health Program.

- Answer phones and record any messages received.
- Internet Research.

QUALIFICATIONS:

- Must be a current student or recent graduate.
- Ability to work a minimum of 16 hours per week.
- Must have transportation and use it on occasion for work duties.
- Must be able to lift over 20-30 lbs.
- Healthcare experience considered a plus.
- Alzheimer's/dementia experience a plus.
- Outgoing demeanor, with the ability to motivate others.
- Demonstrated leadership abilities and strategic thinking.
- Ability to work independently and in a group setting.
- Highly organized.
- Able to multi-task and respond to deadlines.
- Excellent written and oral communication skills.
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint.

Additionally, all MOWA Interns are expected to take on additional responsibilities and participate in organizational wide endeavors as appropriate. Internship descriptions are not limited to items in formal internship description.

APPLICATION:

To apply, please submit a cover letter and resume to bperriman@mealsonwheelsatlanta.org. No calls, please.

Meals on Wheels Atlanta is an Equal Opportunity Employer. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the Intern will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.