



Family Service Agency

Strengthening Individuals & Families

Senior Service Intern

Reports To: Director of Community Programming & Outreach / Senior Service Lead

Primary Work Location: 330 Grove Street, DeKalb, IL 60115

Length of Internship: Minimum two semesters preferred, one semester required

Compensation: Unpaid

Hours: Dependent on University's Requirements

Duties & Responsibilities:

- Inputting client data into filing system
- Prepare senior centers for events
- Assist staff with support groups, discussions, activities, etc.
- Assist senior staff with general duties
- Assist with fundraiser/event planning
- Engage with all five programs
- Maintain confidentiality
- General clerical work
- Attend community events
- Attend monthly meetings

Requirements:

- Must be willing to undergo a DCFS Background Check
- Must be enrolled in a bachelor's or master's program
- Must be able to comply with HIPPA regulations