



**Summer Teen Internship Program in the
Intergenerational Program Engagement Department
Summer 2022**

Summer College Interns are an integral part of the Intergenerational Program Engagement team which plans, organizes and facilitates the Summer Teen Internship Program. These interns will provide impactful, high-quality intergenerational experiences for teens and older adults. Interns assigned to this department should be prepared to help coordinate daily internship scheduling, outreach to older adults to register their participation as well as plan and organize and co-facilitate programming and “outings”.

Throughout the summer, interns will assist in the following areas:

- Assisting teaching artists and instructors as they deliver intergenerational programs and workshops
- Conduct outreach and recruitment of older adults to register their participation in summer programming, providing comprehensive descriptions of each program and activity
- Communicate regularly by telephone and email with all older adult participants enrolled in programming
- Provide data entry support for youth and older adult participants
- Take care of administrative, logistic and scheduling details of the Summer Teen Internship Program, as needed
- Serve as a mentor and guide to DOROT’s teen interns
- Ideate, plan, organize and execute one-time programs, such as virtual museum trips, within the larger internship program

Candidates should exhibit the following skills and qualifications:

- An interest in working with young adults and older adults, prior experience is a plus, but not necessary; willingness to learn is required
- An ability to prioritize tasks and manage multiple projects at one time
- An ability to thrive on a busy schedule and enjoy fast-paced work
- A good communicator, able to ask clarifying questions and share thoughts and insights should issues or concerns arise

Many programs facilitated in the Intergenerational Program Engagements Department are framed through Jewish themes and are geared for interns who identify as Jewish or have a parent or grandparent who is Jewish. Note that two of the six placements will involve working with our partner agency, the Shorefront Y in Brooklyn which serves many Russian speaking older adults. Fluency in Russian is required for these two positions.