

# Internship Job Description

The Portage Community Senior Center provides students with on-the-job public sector training and experience, while making important contributions to the City of Portage.

Community Senior Center Interns will work closely with the Director of Senior Services, the Senior Center Supervisor, The Office of Public Information, Department heads, and other employees throughout the city.

Depending on your area of degree focus, some of the job details may include:

- Assist with educational/programming content.
- Assist with implementing programming.
- Coordinate and implement recreational activities.
- Access Health & Wellness Program offerings and work with staff to develop additional opportunities.
- Assist in the development of a marketing calendar, and design of relevant marketing materials.
- Work alongside staff in the implementation of day-to-day Senior Center activities and operations.
- Collect and compile program evaluations and develop recommendations based on information collected.