



Spectrum Generations Internship Opportunities

Contact Information:

Jamie Ribisi-Braley, Development Specialist & Volunteer Coordinator

One Weston Ct, PO Box 2589, Augusta, ME 04338

207-620-1677 | jbraley@spectrumgenerations.org | www.spectrumgenerations.org

Company Description: Promoting life-long learning, health, wellness, nutrition, community engagement and social well-being of all older and disabled adults.

At Spectrum Generations 7 community and resource centers, we design our programs to meet community needs and interests plus give our consumers immediate access to resources. Interns, depending on job needs, will be based out of either our home office in Augusta, or one of our centers which are located in Hallowell, Waterville, Skowhegan, Rockland, Belfast, Damariscotta, and Brunswick.

Some of our funding sources require that all volunteers undergo a background check and must meet agency standards and screening requirements, including reference checks and an interview.

Internship Descriptions:

Some internships can be tailored to your needs; please inquire for more information.

Marketing/Social Media Intern

Unpaid, flexible hours, multiple positions available

Location: Based in Augusta, with some travel to our center locations

Note: This internship is customizable to your focus of study.

This internship is Journalism and Marketing/Public Ed based. Working with our Marketing/Public Ed and programming staff, you will learn the ins and outs of Spectrum Generations' mission to help older and disabled adults, plus their families and caregivers, to live healthy and independent lives as you market the various services we provide.

During the internship you will gain experience in social media marketing, working with and continuing to develop a marketing and business plan for a non-profit, website development, non-profit and business partnerships, and more.

Duties may include:

- Working towards and updating the work progress of Spectrum Generations business and marketing plans. This is a unique opportunity to be involved in the business and marketing end of a non-profit organization.
- Create new articles, stories, and flyers. Work with program staff to edit their articles to be used as media releases and posted on our website and Facebook page.

(Marketing/Social Media Intern continued)

- Be the Assistant Producer of Mature Lifestyle, Spectrum Generations' monthly cable TV show on Time Warner Cable Channel 9. This will include brainstorming show ideas, coordinating schedule of guests and host for each program, production details including credits. Day-of taping you will be on set to assist with set, props, talent relations, and other aspects of production. Post-production you will be uploading the video to YouTube, Facebook, and our website.
- Developing a Facebook and Twitter marketing plan that compliments the existing Spectrum Generations marketing plan. Follow the plan by taking photos and/or short videos of our programs, consumers, and staff in action and post to our Facebook page. Use page insights to track success of content, ensuring that we are staying relevant and engaging.
- Research and, when applicable, implement interactive web modules to engage our audience.

Requirements include:

- Possess strong skills in writing, presentation, communication, and organization.
 - Strong work ethic and creativity.
 - Must have reliable transportation with a valid driver's license to travel between our community centers throughout Central Maine.
 - Must be able to work independently towards a deadline.
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Photo Journalist/Videographer Intern

Unpaid, flexible hours

Location: Based in Augusta, with some travel to our center locations

Note: This internship is customizable to your focus of study.

This internship is Journalism and Marketing/Public Ed based. Working with our Marketing/Public Ed and programming staff, you will learn the ins and outs of Spectrum Generations mission to help older and disabled adults, plus their families and caregivers, to live healthy and independent lives as you document the various services we provide.

During the internship you will gain experience in documentary research, program development, program marketing, script writing, and field production. Creativity and enthusiasm is desired.

Duties may include:

- Through the creation of photographs and short to medium length informational videos, you will craft stories highlighting Spectrum Generations' programs and activities- such as what goes on behind the scenes at our Meals on Wheels program.
- You will be working closely on the Spectrum Generations marketing and business plans and will be a part of updating those plans for the short and long term.

Requirements include:

- Photography and/or video production knowledge and skills.
- Access to equipment and editing software.
- Must have reliable transportation with a valid driver's license to travel between our community centers throughout Central Maine.
- Must be able to work independently towards a deadline.

Adult DayBreak Activity Aide

Unpaid, flexible hours

Location: Only available in Skowhegan, Waterville, Hallowell, or Belfast

Under the supervision of the Adult DayBreak (ADB) Administrator/Coordinator, the intern will assist participants in planned recreation and socialization and assist in the implementation of the overall Adult DayBreak Services Program. Your duties will be conducted both in one-on-one and in group settings with hands-on activities.

Duties will include:

- Bring ideas for monthly activities and projects to Adult DayBreak Administrator/Coordinator
- Interact with consumers to carry out daily physical, mental and emotional activities and convey information to the Adult DayBreak Administrator/Coordinator.
- Assist with individual needs of participants (i.e. ambulation, meal preparation, bathroom assist, on and off buses, and exercise)
- Assist with the transportation needs of the program using facility vehicles.

Requirements include:

- Commitment to maintain confidentiality and be HIPAA compliant.
- Must be able to work individually and in group situations.
- Must complete 8 hours ADB orientation and attend 6 hours in continuing programs/education per year and complete HIPAA & Elder Awareness training.
- Must be a licensed driver with the state mandated liability insurance and a safe driving record.

Meals on Wheels Assessor

Unpaid, flexible hours

Location: Skowhegan, Waterville, Hallowell, Damariscotta, Brunswick, or Belfast

Play a supporting role in our life-saving Meals on Wheels Program by assessing the nutritional needs of homebound seniors and disabled adults to determine eligibility for the Meals on Wheels program and/or other program needs. You will work under the supervision of the Nutrition coordinator.

Duties will include:

- Make home visits to collect pertinent information to further assess the consumers' eligibility for the program
- Confidential information is collected using a variety of easy to understand forms
- Information may include observations about general health, physical condition, frailty, mental health problems, or domestic conditions
- A follow-up 6-month reassessment will be conducted over the telephone
- A yearly in-home reassessment visit is required

Requirements include:

- Must be able to relate to and establish rapport with the elderly.
- Commitment to maintain confidentiality and be HIPAA compliant.
- Must attend one-hour volunteer orientation and HIPAA & Elder Awareness Training as provided by Spectrum Generations.
- Must possess the ability to fill out forms completely and correctly with strong social and communication skills.
- Must have reliable transportation with a valid driver's license and a clean driving record.
- Ability to follow mapping directions and read a map is helpful.

ADRC (Aging & Disability Resource Counselor) Intern

Unpaid, flexible hours

Location: All locations

The ADRC Intern works in partnership with the ADRC team and assists Spectrum Generations in providing information and assistance to consumers through telephone contacts, visits with individuals or groups at one of our eight (8) locations. It is ADRC's responsibility to provide accurate information, assistance, and outreach to consumers about a variety of programs and services to help meet the consumer's particular need or needs.

Duties will include:

- Providing information and application assistance for programs including, but not limited to, Medicare, Tax and Rent Rebate Program, Prescription Drug programs, Home Energy Assistance, Housing, Dental Care and a variety of other programs to meet the consumer's needs (training and scripts will be provided).
- Updating resources
- Assisting with calls to the Consumer Helpline.
- Assessing consumer eligibility for benefits programs.
- Staffing Spectrum Generations' information tables at community events.
- Explaining programs in a way that people can understand.

Requirements include:

- Must be patient and able to relate to and establish rapport with the elderly.
 - Commitment to maintain confidentiality and be HIPAA compliant.
 - Willingness to comply with all policies and administration procedures.
 - Excellent communication skill with a clear phone voice and able to give instruction.
 - Basic computer and internet knowledge needed.
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Reception and Clerical Intern

Unpaid, flexible hours

Location: All locations

The Reception and Clerical Intern will facilitate initial consumer service and provide some clerical support to staff. This opportunity is a great way to get your bearings of all of our programs and how the community centers and home office operate.

Duties will include:

- Greet visitors and direct to appropriate staff for assistance
- Describe programs and services to new consumers
- Research for consumer activities information
- Donation collection, make change, record consumer info for consumer meals

Requirements include:

- Must have computer skills.
- Must be reliable; let us know when you cannot fulfill your commitment.
- Must be able to relate to and establish rapport with the elderly.
- Commitment to maintain confidentiality and be HIPAA compliant.
- A cheery positive attitude.
- Passion for quality results with a customer service focus.
- Working as a team with all other staff, interns, and volunteers.