



## What to Expect as a DOROT Summer College Intern

DOROT's Summer College Internship Program offers the opportunity for group and individual learning as part of an intern cohort and through specific departmental assignments.

### All interns will...

- Participate in group workshops and events with other interns.
- Assist the Marketing and Communications Department at least once during the summer.
- Be assigned at least one older adult for weekly calls throughout their internship to build connections and foster friendships.
- Assist with the Impact and Evaluation Team (some interns will provide more assistance than others).
- Spend time on the phone engaging with older adults.

Each intern will also have one or two primary departmental assignments. These are:

**Connect Through Tech (CTT)** provides education and support to older adults who are seeking to gain a better understanding of technological applications and devices including phones, tablets and laptops. The intern assigned to this department will provide support to late tech adopters, match volunteers with older adults through the Tech Coaching Program and provide administrative programmatic support.

DOROT's **Constituent and Community Services (CCS)** Department offers two to three internship opportunities per summer. One intern will be assigned to the **Information and Referrals** Team, assisting older adults with requests for referrals and services by phone. Other interns within the department may work closely

with DOROT social workers to provide ongoing support for older adults in need. Interns in the CCS Department and in Information and Referrals should also expect to spend time supporting the Impact and Evaluation Department by surveying older adults throughout the summer.

The intern at **DOROT Westchester** will serve older adults throughout Westchester County, NY. This intern should be prepared to work on a hybrid model, coming into the office at least once a week and likely going on in-person home visits to older adults in the community. (Note: DOROT Westchester is located in White Plains, NY.) Typically, the intern in this role divides their time between DOROT Westchester responsibilities and the Impact and Evaluation Department.

Several interns will work in the **Impact and Evaluation** Department part-time and work part-time in another department (most likely Information and Referrals, DOROT Westchester and Connect Through Tech). Impact and Evaluation measures the success of each of the programs that DOROT provides, both in the outcomes for the older adults served and the individuals who volunteer through web based and telephone surveys. Interns for this department should feel comfortable speaking on the phone (or want to grow in this area) as they will be conducting phone surveys of older adults regularly.

**Kosher Meals at Home (KMH)** delivers meals every week to older adults who are homebound, can't cook for themselves or have other difficulties accessing healthy and nutritious food. Interns in this department will take weekly meal orders by phone from older adults who rely on this service. Additionally, these interns will also help with surveys conducted by the Impact and Evaluation Department.

The **Lasting Impressions** Department works with older adult clients one-on-one to create Legacy Projects, allowing this generation to leave memories, stories and lessons for those that follow. This department also offers discussion groups and workshops on advanced care planning, solo aging and other topics. The intern in this department will create Legacy Projects and co-facilitate group programming in-person or remotely.

The **Onsite and Special Programs (OSP)** Department offers high caliber concerts, lectures, classes, and workshops (ex: exercise, art, music, etc.) to older adults, allowing them to engage with one another and further enhancing their healthy

lifestyle habits. Prior to COVID, all programs for this department took place in-person. Now, programs are offered remotely and in-person. The intern assigned to this department will assist with program facilitation by welcoming older adults into the physical or Zoom space, creating a warm environment, etc. and also be responsible for a variety of administrative tasks.

The **Volunteer Services (VS)** Department is responsible for recruiting, training and onboarding all new age 18+ volunteers for many of the DOROT programs described above and running its own programmatic activities. The Volunteer Services summer intern will help with a variety of activities including administrative tasks for our Summer Package Delivery where volunteers visit or call DOROT clients and bring a goodie bag of summer treats and another program that engages volunteers in celebrating birthdays with older adults. This internship role requires strong organizational and telephone skills (or an interest in growth in this area).