

Community Internship Collaboration

Fall, 2016

Internship Posting

Organization name	Los Alamos Retired & Senior Organization(LARSO)
Mentor/Contact name	Fred Ortiz
Address	1101 Bathtub Row, Los Alamos, NM 87544
Phone number	505.662.8920
E-mail address	larsobesc@hotmail.com
Organization website	www.losalamosseniorcenter.com
Describe your organization	LARSO is a private, non-profit that has been providing supportive services to seniors in our community for 17 years. We offer transportation, meals, recreation, education, health screenings, adult day services and social opportunities for people over 60 years of age at our two senior centers.
Internship title	Specialized Data Base Developer
Specific days/hours (if applicable)	Flexible between the hours of 7 a.m. and 4 p.m. weekdays
What will the student learn from the internship?	Practical use of software to support vital services, analyzing how to move from present no or low tech practices to using computer scheduling, managing issues that come up with the technology and the training of people, team management while skill-building
What does your business need that a student intern can impact?	Assistance is needed in two departments (transportation and home delivered meals) to set up client databases for meals and rides and then train users on how to use the database to bring efficient management to these service areas.
What project(s) will the intern work on?	We currently use pen/paper scheduling for rides and meals. We want to expand the use of the existing My Senior Center database by developing service specific databases to include people, vehicles, destinations, meal preferences and then training staff to navigate and maintain their computer program area tools.
What skills are required for this internship?	Ability to become familiar with the existing software program (tech support for this provided by the organization), understand how using it will impact service delivery to seniors, ability to remain focused in a busy work environment, effective communication skills
What final deliverables will the student produce?	My Senior Center software modules that are usable by LARSO staff for scheduling daily home delivered meals and rides and staff that are comfortable with interfacing with the modules
How would you describe the primary purpose of this project?	Project Management
If "Other", please specify	Click here to enter text.
Any additional information you would	Our work environment is lively, person focused and open to creative ideas!