

Community Internship Collaboration

Spring 2018

Internship Mentor Application

| | |
|---|---|
| Organization name | Los Alamos Retired & Senior Organization |
| Mentor/Contact name | LARSO Pauline Schneider |
| Address | 1101 Bathtub Row |
| Phone number | 505-662.8920 |
| E-mail address | director@losalamosseniorcenter.com |
| Organization website | losalamosseniorcenter.com |
| Describe your organization | Senior Centers providing meals, rides, adult day services, recreation, social programs, fitness and recreation for aging adults in Los Alamos County |
| Internship title | Member photograph project |
| Specific days/hours (if applicable) | Weekdays with flexible hours. We are open between 8 a.m. and 4:30 p.m. |
| What will the student learn from the internship? | The intern will learn about communicating by phone and in person with our amazing seniors, time management, digital photography and computer skills and developing a system for the work to continue. |
| What does your business need that a student intern can impact? | For seniors who attend our centers, we want to have member pictures taken and loaded into our My Senior Center database so that we can more readily identify the seniors. Also set up protocols for center staff/volunteers to continue the process after the internship is over. |
| What project(s) will the intern work on? | The student will identify members who do not currently have a picture in the database, contact them to see if a picture could be taken, schedule a time for photo at either center and then when completed, load photos into the database. |
| What skills, ability or education level is required for this internship? | Basic computer and photography skills as well as excellent communication, creativity and flexibility. |
| What is the final product will the student produce? | An improved pictorial directory for use by both senior centers. |
| How would you describe the primary purpose of this project? (Select one) | |
| If "Other", please specify | Our project purpose is equally information technology and communications |
| Any additional information you would like to share? | |