

Senior Citizen Coordinator Intern

**Job Summary:**

Fay Biccard Glick Neighborhood Center is looking for a **Senior Citizen Coordinator** Intern for the Recycled Teenagers Program. The Senior Citizen Coordinator’s primary objectives are lead seniors in weekly activities that focus around health and wellness, higher learning, intergenerational programs, and local field trips. The Recycled Teenagers Senior Coordinator reports to the Program Director of Fay Biccard Glick Neighborhood Center at Crooked Creek.

**Job Duties:**

* + Support wide range of partners who provide services related to improved confidence in managing health and well-being exercise classes
  + Collaborate with outside and inside agencies to increase knowledge of personal well-being and health
  + Help to build intergenerational programing that will consist of an array of programs with many age groups ranging from our Preschool to young adults.
  + Attend and plan local field trips

**Qualifications, Education, and Experience:**

* Excellent organizational skills, attentiveness to detail and ability to follow through with multiple projects
* Experience with collaborative, team-oriented environments
* Must be a sophomore, junior or senior (undergraduate) or in a Master’s program
* Previous work experience preferred
* Have a good understanding of MS Office Suite
* Excellent written and oral communication skills
* Ability to work Monday thru Friday with possibility of traveling off site

Interested applicants should submit a resume and cover letter to [dharris@fbgncenter.org](mailto:dharris@fbgncenter.org) and put “Senior Coordinator Position” in the subject line.