

## INTERNSHIP REQUEST FORM

(The information given on this form will be made available to students. Please review and complete as necessary.)

**Directions:**

1. Click "File", "Save As" and save this file to your computer as "your dept/division name"
2. Click the gray areas in which you need to type and enter text.
3. Save the complete file.
4. Attach the completed file to an email and send to: [CWagner@co.broome.ny.us](mailto:CWagner@co.broome.ny.us)

(Section 1) Requesting Department Information	
Department/Division	Office for AGing\Caregiver Services
Mission Statement	Office
Contact Person Information	Name: D. Camp Title: Prgm. Man Email: dcamp@co.broome.ny.us
	Phone: 778-2064 Fax: 231-6-
	Address: P.O. Box 1766
Send Applications Via	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Mail
Date Form Completed	3/17/08

(Section 2) Internship Information	
Position Name	Resource specialist
Job/Project Description	Broome Co. OFA has a resource lending library. The Library and REsource Room are designed to assist seniors and caregivers in learning about local resources and topics of interest. Use of the Internet and other new resources is changing the way the Resource Center is used. There is also an opportunity to secure a grant to designate the Resource Room a Regional Center for Excellence in Caregiving Resources. OFA is in the process of inventorying the resources and re-organzing them. We are also looking for recommendations on ways to make the Resource Room and Library more user friendly. The Resource Specialist will implement the inventory process and identify options for re-organization.
Experience/Skills Desired	Strong organizational skills, knowledge of generiatrics and local services also helpful.
Additional Notes	This project will allow the Intern to learn about local resources and also materials that are available to families as they make decisions about aging in place.
Time Preference	<input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> No Preference

**(Section 3) Compensation**

**\*Interns must be paid according to the current year's pay schedule and according to classification**

Compensation*	<b>*Choose One*</b>
School Credit	<input type="checkbox"/> Credit <input checked="" type="checkbox"/> Non-Credit <input type="checkbox"/> No Preference

**(Section 4) Internship Availability – Check All That Apply**

Type of Intern Desired	<input type="checkbox"/> HS <input checked="" type="checkbox"/> College <input type="checkbox"/> Grad <input type="checkbox"/> Law
# Of Positions Available	<b>1</b>
Time Period	<b>Summer</b>