AGENCY NAME: The Shelter Group

AGENCY ADDRESS: 218 North Charles Street
                 Suite 220
                 Baltimore, MD  21201

AGENCY TELEPHONE: 410-962-0595                FAX: 410-347-0587

Web Page/URL: www.thesheltergroup.com

Geographic Areas Served: Primarily Mid-Atlantic States with Home Office located in
Baltimore, Maryland

Supervisor(s):
   Name: Jessica Sheffield, MPH, CHES           Title: Wellness Manager
   Email: jsheffield@sheltergrp.com           Phone: 410-246-7418

AGENCY GOALS & OBJECTIVES:
The Shelter Group is a privately held real estate development and property management
company specializing in multifamily and senior living communities.

DEPARTMENT GOALS AND OBJECTIVES:
The Wellness Division of The Shelter Group is housed under Human Resources and serves as
the corporate champion of associate health and wellness. Associate wellness initiatives target
more than 2,200 associates located in more than 10 states, primarily on the East Coast. The
Wellness Division is housed in the Home Office located in downtown Baltimore, Maryland.

The Wellness Division develops, promotes, oversees, and evaluates robust programs to
integrate a culture of health and wellness throughout the organization. In addition, this division
is responsible for proactively promoting, managing, and maximizing the return on investment in
the company’s multimillion dollar benefit program.
The health education intern will gain skills and knowledge specific to worksite wellness.

Potential Activities:

- Support the creation, implementation and evaluation of company-wide wellness campaigns. Campaigns target health behaviors including exercise, nutrition, weight management, self-care, and stress management.

- Create health promotion materials and distribute via bulletin boards, Bathroom Briefs, email, mailers to associate homes, and company meetings.

- Coordinate company-wide associate health fairs

- Work with the Wellness Manager to lead a committee of Wellness Coaches who champion wellness initiatives in their individual locations.

- Support the Wellness Manager in tasks related to analyzing associate health claims data and preparing for Open Enrollment.

INTERN INFORMATION (What are the skills and qualities you seek in an intern?):

- Consistently and genuinely demonstrate the Shelter STARS principles of Service, Teamwork, Action, Reputation and Success in all activities and interactions.
- Proficiency with Microsoft applications including Word, Excel, Publisher and Power Point
- Ability to manage multiple projects and tasks
- Attention to detail
- Excellent written communication skills including proper grammar
- Excellent verbal communication skills with the ability to interact with and present information to associates at all levels
- Self-starter with the ability to work independently
- Sensitivity to cultural differences among associates
- Ability to think creatively and design promotional health education resources appropriate for associates at all levels
OTHER INFORMATION (Parking problems? Need for night/weekend availability? Things a student should know before an interview?):

The internship location is our Home Office located in Downtown Baltimore, a few blocks north of the Inner Harbor. The Home Office houses approximately 70 associates. Parking is company-paid. Intern hours are within the Monday-Friday work week, anytime between 8am-5pm. Home Office dress is business-casual with jeans allowed on Fridays. Interns will have the opportunity to use a fitness facility located within our building before, during or after the workday.

THANK YOU FOR COMPLETING THIS FORM.
PLEASE RETURN VIA EMAIL AT: sgwillis@towson.edu.
IF ANY QUESTIONS, PLEASE FEEL FREE TO CALL ME AT 410-704-2388.