



## Stephen E. Garner Summers of Service Program Position Descriptions

This initiative will provide paid summer jobs of \$1,600 each for local high school students. The jobs will give high school students (**first priority to those entering their senior year**) the opportunity to learn about the health and human service sector in Tompkins County. If you have questions or comments, please contact United Way of Tompkins County. Thank you.

The job applications **are due at Noon, Monday, May 22, 2017**. Applications can be filled out online on the UWTC website (<http://www.uwtc.org/summer-internships>), or online at the United Way of Tompkins County office on the second floor by the deadline.

Employing Agency & Job Title	Min/Max Hours per Week	Start Date & Work days and Time	Position Description Details
<b>Brooktondale Community Center</b>  <b>Camp Counselor-Crafts</b>	25-40 hrs.	Start: June 26- August 25  M – F 8:30 a.m. – 4:00 p.m.  Student would not need to be present every day.	This year, Brooktondale Summer Camp is expanding from 7 weeks to 9 weeks, and from a 5 hour day to a 7-1/2 hour day. This will necessitate having more activities available for campers during the longer day. We are looking for a camp counselor to lead our Crafts area during Summer Camp at the BCC. Responsibilities include: a. Set-up of area first thing in the morning, b. Work with campers age 4-14 on craft projects during camp, c. Design age appropriate activities using both materials on hand and purchased materials, d. Work with other counselors as needed.
<b>Brooktondale Community Center</b>  <b>Camp Counselor-Sports</b>	25-40 hrs.	Start: June 26- August 25  M – F 8:30 a.m. – 4:00 p.m.  Student would not need to be present every day.	This year, Brooktondale Summer Camp is expanding from 7 weeks to 9 weeks, and from a 5 hour day to a 7-1/2 hour day. This will necessitate having more activities available for campers during the longer day. This position would be for an outdoor sports/activities leader. a. Inventory available equipment and determine what new equipment might be needed, b. Plan daily activities for outdoor games and sports, c. Lead outdoor activities with the aid of other counselors, d. responsible for set-up and storage of equipment
<b>Catholic Charities</b>  <b>Clothing Closet Assistant</b>	15-30 hrs.	Start: Flexible  T – F 9 am– 3:30 pm	The Clothing Closet Assistant will encourage a positive service and shopping experience for program participants in Catholic Charities free clothing closet. They will be responsible for maintaining a clean and organized clothing area, as

		<p>Student would not need to be present every day, but Tuesday and Friday afternoons are needed.</p>	<p>well as sorting and hanging clothing donations. This position will help construct and distribute personal care packages to clients. The Clothing Closet Assistant will also be expected to accurately record statistical information regarding the frequency of clothing closet use and the number of items being taken from the closet. This position will also assist with other projects as assigned including projects such as our annual diaper drive, or Soap for Hope. Additionally this position includes some light administrative duties as assigned.</p>
<p><b>Downtown Ithaca Children’s Center</b></p> <p><b>Summer Intern</b></p>	<p>25-35 hrs.</p>	<p>Start: Flexible</p> <p>25-35 hours during our M – F 8:30 a.m. – 4:30 p.m. open hours</p>	<p>We began a high school internship program in Winter 2016 as part of a Park Foundation grant collaborative project intended to strengthen our organization as a community resource. DICC interns engage in all aspects of Center work, from direct work with children in classrooms to office work with our administrative team to food preparation with our kitchen staff. The goal is to introduce young people to the holistic operations of a childcare center in order to illustrate what a broad, diverse career opportunity childcare can be. Additionally, student interns bridge the generational gap between our young students and their parents, broadening our Center community. Engage with children in classrooms, support teaching staff with curriculum implementation, assist in food preparation and office management tasks as needed, and take initiative in developing additional projects.</p>
<p><b>Dryden Community Council</b></p> <p><b>Southworth Library</b></p> <p><b>Teen Summer Library Aide</b></p>	<p>20 hrs.</p>	<p>Start: ASAP</p> <p>5 hours per week until school ends if possible, then 20 hours per week after school ends</p>	<p>Our library has a very active programming schedule with events for all ages and as many interests as we can accommodate. We have a small staff: a Director, Senior Library Assistant and 3 library assistants. The bulk of the programming is done by the Director and the Senior Library Assistant. This summer we would like to continue with programs for teens, infants, preschool and school aged children, adults and families. We would like to have help with our summer reading programs and add other components as well, such as Storywalks®, outreach to summer camps, possible movie matinees and a family ‘Take it to the Trail’ listening challenge. While we have a few teens that assist us on a very part time basis in the summer, we could benefit greatly from two paid interns to coordinate and facilitate these programs and help to organize the program implementation in order to accomplish these tasks. While the teen interns would not have direct supervisory authority, they would help</p>

			<p>manage the tasks and programs and facilitate the other teens in accomplishing their responsibilities. Competency in Microsoft Word and Excel, ability to learn or use Microsoft Publisher, good customer service skills, attention to details</p> <ul style="list-style-type: none"> <li>• Facilitating programs for children</li> <li>• Helping to manage the Summer Reading BINGO program</li> <li>• Managing tasks and delegating responsibilities as needed</li> <li>• Creating statistical evaluations and data tracking</li> <li>• Managing social media for library postings and events</li> <li>• Assisting in the facilitation of other teens on the 'team'</li> <li>• Creating publicity and outreach materials as needed</li> <li>• Brainstorming programming ideas for their peers</li> <li>• Providing Computer support and assistance for our library users</li> </ul>
<p><b>Greater Ithaca Activities Center (GIAC)</b></p> <p><b>After Camp Care Counselor</b></p>	17 hrs.	<p>Start: June 26</p> <p>M – F 2:30 – 5:30 (twice a week there is a 2:30 start for staff meeting &amp; group planning)</p> <p>There a mandatory all staff training to occur June 26 – June 28 from 9am – 4pm</p>	<p>This is position is specifically for the after camp care program. It involves assisting the coordinator with planning and implementing a safe and enriching after camp care program for approximately 30 participants of varying ages.</p> <ul style="list-style-type: none"> <li>• Plan and implement daily recreational, hands-on activities for participants in after camp care (may include being in the swimming pool with participants)</li> <li>• Prepare and provide snacks for participants</li> <li>• Maintain accurate, daily attendance logs of participants, both logging in and logging out</li> <li>• Prepare reports as needed on accidents, participant progress, success of activities, etc.</li> <li>• Help participants maintain their summer journals or portfolios</li> </ul>
<p><b>Greater Ithaca Activities Center (GIAC)</b></p> <p><b>Administrative Assistant</b></p>	20 hrs.	<p>Start: July 5</p> <p>M-F, 11-4:30pm</p>	<p>To assist the Director of My Brother's Keeper Ithaca (MBKI) initiative in administrating, planning and developing the MBKI Initiative_ Schedule meetings with stakeholders using resources like "Doodle Poll" Establish social media presence with FB, IG and Twitter. Research MBK initiatives in other communities. Work with Director to plan Fall 2017 teen summit.</p>
<p><b>Ithaca Community Childcare Center</b></p>	20-25 hrs.	<p>Start: June 26</p> <p>M-F, 9am-5pm</p>	<p>Develop knowledge in the school age childcare field. Help the children have a fun, engaging and safe place to enjoy their days of summer. Assist the</p>

<b>Asst. Summer Camp Counselor</b>		Flexible	counselors in their daily duties. Create and assist with fun and engaging activities, Facilitate and guide children through difficult interactions with one another, Assist children in applying sunscreen, Maintain a safe environment by keeping counts of children and looking for potential safety hazards. Timely, responsible, punctual, flexible, observant, outgoing and good verbal communication skills.
<b>Lifelong, Tompkins County Senior Citizens Council</b>  <b>Administrative Assistant</b>	15-20 hrs.	Start: July 5 Flexible, T-F	We are seeking assistance with general office work. The ideal candidate would enjoy working with people, have good social skills and feel comfortable speaking to our participants on the phone and in person. Student would provide support to our Program Director and to our VolunteersConnected Coordinator. Working with the senior population, this internship will allow the candidate to interact with seniors, see first-hand the day-to-day operation of a not-for-profit agency, polish his/her social skills and become more familiar with work etiquette. Our members and participants very much enjoy and benefit from interactions with young adults. <ul style="list-style-type: none"> <li>• Answer phones</li> <li>• Place calls</li> <li>• File registrations and membership forms</li> <li>• Collate surveys and evaluations</li> <li>• Occasional use of computer programs</li> <li>• Set-up for classes or events</li> </ul>
<b>Newfield Recreation Department</b>  <b>Recreation Assistant</b>	16-30 hrs.	Start: June 26  M – F 8:30 a.m. – 4:30 p.m. (6/26-8/4; times flexible within camp day)	Newfield Recreation uses its summer hours to operate a 6 week day camp and do planning and budgeting for the upcoming year which revolves around the school calendar. This position would give an interested youth the opportunity to learn about the administrative activities of the department as well as do some direct servicing through our camp. In addition, the Newfield Public Library would offer additional hours to the intern for a variety of work in that setting. <ul style="list-style-type: none"> <li>• Be introduced to and aid in planning of Fall programs which will include scheduling, inventorying, ordering new equipment, advertising (producing flyers and website and Facebook updating</li> <li>• Be introduced to and aid in planning and providing annual chicken barbeque fundraiser</li> <li>• Participate in the budget process which may include record keeping, organizing program files for cost and income comparisons</li> <li>• Work directly with the Summer Camp Director in an administrative capacity as well as program</li> </ul>

			<p>delivery capacity if called upon. This may include record keeping, specific program planning, front reception desk work, working directly with the children in a chaperone or leadership role</p> <ul style="list-style-type: none"> <li>• Computer skills, especially website editing (can be trained) and Facebook applications</li> <li>• Simple math skills</li> <li>• First aid certifications (helpful but not necessary)</li> <li>• Willingness to work with children and/or lead them in an area of interest</li> </ul>
<p><b>Opportunities, Alternatives and Resources (OAR) of Tompkins County</b></p> <p><b>Client Service Assistant</b></p>	10-18 hrs.	<p>Start: July 1</p> <p>M-Th. 9 a.m. – 4 p.m., (flexible)</p>	<p>To assist Client Service Workers in the OAR office. Greet clients, enter data into database, file papers, make copies, answer phone line from the jail, and relay messages. Potentially have the chance to table events with staff. Shadow Client Service Workers in the office when working with clients. Knowledge of Excel and other spreadsheets helpful. Internet research, light typing. Professional and comfortable phone presence and ability to juggle two phone lines while relaying messages from our clients in the jail to friends and families. We are looking for an individual who is interested in working with people from various social, economic and cultural backgrounds.</p>
<p><b>Suicide Prevention &amp; Crisis Center</b></p> <p><b>Public Relations Assistant</b></p>	15 hrs.	<p>Start: End of June (flexible)</p> <p>Two days per week</p>	<p>The Chat, our new text messaging service providing free and confidential crisis counseling to young people, will be the primary focus for a Summers of Service Intern in 2017. We need help getting the word out to young people that help is available.</p> <ul style="list-style-type: none"> <li>• To enhance use of the SPCS and other mental health services, and to increase listening and suicide awareness skills among Tompkins County teens.</li> <li>• To assist the SPCS staff in annual “spring cleaning” of paperwork, closets, and corners to make room for new activities.</li> <li>• Collect stories about successful use of mental health services; recruit teens to write short essays for our web site.</li> <li>• Write or assist in the writing of skits and workshops.</li> <li>• Develop simple video productions for distribution on by Facebook, YouTube, and other web resources.</li> <li>• Assist staff with “The Listening Tent” at public events and festivals.</li> <li>• Help sort through old paperwork, carry boxes and other items into storage, organize the</li> </ul>

			<p>supply closets.</p> <ul style="list-style-type: none"><li>• Learn Community Role Playing techniques and participate in public events.</li><li>• Creative problem solving; social networking through Facebook and Twitter; video production skills or a strong desire to learn; dramatic flair.</li><li>• Develop a project or program that can be presented at one or more high schools in the next academic year.</li><li>• Assist the staff to understand the most effective language to use for teaching and promoting mental health awareness with teens.</li></ul>
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**United Way of Tompkins County**  
**313 North Aurora Street**  
**Ithaca, NY 14850**  
**Office: (607) 272-6286**  
**Carmela LoRusso: [clorusso@uwtc.org](mailto:clorusso@uwtc.org)**  
**<http://www.uwtc.org/summer-internships>**