



Stephen E. Garner Summers of Service Program Position Descriptions

The Summers of Service Program provides paid summer jobs of \$1,600 each for local high school students. The jobs will give high school students (first priority to students entering their senior year) the opportunity to learn about the health and human services sector in Tompkins County. If you have any questions about the program, please contact United Way of Tompkins County. Thank you.

The job applications are due before **Monday, June 3rd at 9:00 AM**. Please fill out the application online: [click here to apply](#).

Brooktondale Community Center - Camp Counselor Crafts

526 Valley Road, Brooktondale, NY

[20 Hrs. /Week for 8 Weeks]

The Camp Counselor- Craft would be responsible for assisting with daily craft projects (set up, clean up, etc.) during the Brooktondale Community Center summer day camp.

Catholic Charities - Clothing Closet Intern

324 West Buffalo Street, Ithaca, NY

[20 Hrs. /Week for 8 Weeks]

The Clothing Closet Intern will be responsible for greeting participants, sorting donations, labeling donations, storing donations, and data entry. The Clothing Closet Intern will maintain confidentiality and work in accordance with the agency's mission and policies.

Downtown Ithaca Children's Center - Intern

508 First Street, Ithaca, NY

[20 Hrs. /Week for 8 Weeks]

The Intern will be expected to 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.

Family Reading Partnership - Office Assistant

54 Gunderman Road, Ithaca, NY

[20 Hrs. /Week for 8 Weeks]

The Family Reading Partnership Office Assistant will be expected to assist with book orders and processing for the Bright Red Bookshelf, Traveling Books, and Books to Grow On programs. The assistant will help to plan and carry out events both on and off site.

Finger Lakes Independence Center - Summer Events Coordinator

215 Fifth Street, Ithaca, NY
[20 Hrs. /Week for 8 Weeks]

The Summer Events Coordinator will work on the Americans with Disabilities Act (ADA) Annual Celebration for FLIC. There is an annual ADA Scavenger Hunt that requires planning, publicity, and outreach. The Summer Events Coordinator will also participate in other agency outreach events.

Ithaca Community Childcare Center (IC3) - Summer Camp Assistant

23 Cinema Drive, Ithaca, NY
[12 Hrs. /Week for 9 Weeks]

The Summer Camp Assistant will be responsible for assisting in the daily administration of the Summer Camp Program. Assisting camp staff in implementing the summer program including activities, field trips, daily care and maintaining the safety of the camp participants.

Lifelong - Administrative & Facilities Assistant

119 West Court Street, Ithaca, NY
[20 Hrs. /Week for 8 Weeks]

The Assistant will spend part of their time providing support to the Program Director, Business Manager, and VolunteersConnected Coordinator. Additionally, the Assistant will be available to assist with Lifelong's annual "sprucing up" of the building and grounds.

Newfield Public Library - Program Assistant (Summer Reading Program)

198 Main Street, Newfield, NY
[20 Hrs. /Week for 7 Weeks]

The Program Assistant will be expected to support the Summer Reading Program. Some tasks will include organizing materials for activities, monitoring activities, organizing library collections (books, DVDs), and assisting with set up and clean up for Summer Reading Program events.

Newfield Summer Fun Program - Aide

364 Main Street, Newfield, NY
[20 Hrs. /Week for 8 Weeks]

The Aid will support in care and activities during the Summer Fun Program with children aged 3-6 years old. This includes engaging with students, supervising during meals (breakfast & lunch), and assisting with activity setup and breakdown.

Opportunities, Alternatives, and Resources (OAR) of Tompkins County - Office Assistant

910 West State Street, Ithaca, NY
[14 Hrs./Week for 8 Weeks]

The Office Assistant will be expected to do general office tasks such as stuffing envelopes, filing, making copies, data entry, and straightening up of the client drop in center. The Assistant's main task will be working the phone relay between inmates and their loved ones.

Southworth Library Association - Summer Library Aide

24 West Main Street, Dryden, NY

[20 Hrs. /Week for 8 Weeks]

The Library Aide will support the Summer Reading programs through assisting with publicity, marketing, record keeping, and preparation for program activities. The Aide will also assist with managing the Sumer Lunches program and other library functions.

Suicide Prevention & Crisis Services - Public Relations Assistant

124 East Court Street, Ithaca, NY

[10 Hrs. /Week for 8 Weeks]

The Assistant will be responsible for promoting the use of the Crisisline and other mental health services, with the goal of increasing suicide awareness skills among Tompkins County teens. In addition, the Assistant will be expected to assist the SPCS staff in annual "spring cleaning" of paperwork, closets, and corners to make room for new activities.

Village of Groton - Office Assistant

143 Cortland Street, Groton, NY

[20 Hrs. /Week for 8 Weeks]

The Assistant will be responsible for various records management initiatives including, scanning files utilizing Tompkins County Laserfiche program. In addition, the Assistant will be responsible for identifying the retention of documents and creating storage files. The Assistant will have opportunity to learn about multiple types of government documents and may be invited to attend committee and board meetings.

Women's Opportunity Center - Mentor/ Sales Associate

315 North Tioga Street, Ithaca, NY

[20 Hrs. /Week for 8 Weeks]

The Associate will assist with day to day operations at the retail training center which is called Mary Durham Boutique. In addition, they will assist with mentoring/facilitating tasks that will require retail sales and work at the Retail Training Center.

United Way of Tompkins County

313 North Aurora Street

Ithaca, NY 14850

Office: (607) 272-6286

Regan Ralston: rralston@uwtc.org

<https://www.uwtc.org/stephen-e-garner-summers-service>

