

Stephen E. Garner Summers of Service 2022

Downtown Ithaca Children Center – Early Childhood Intern



United Way
of Tompkins County

Purpose of Position:

Downtown Ithaca Children's Center provides high quality education and childcare to children ages 6 weeks to 5 years old in full day programs at our 506 First Street center. Quality early childhood programming is an essential community support. We are committed to provide accessibility to ALL children to grow and develop in a high quality, supportive learning environment committed to diversity and inclusion while allowing their caregivers to remain in the workforce. We strive to deconstruct negative stereotypes associated with race, class, ability, gender, language and biases through strengths-based programming. The purpose of us incorporating this internship opportunity into DICC is to further our support of youth in our community by introducing youth to the field of early childhood education.

Site address/location of the position:

506 First Street, Ithaca, NY 14850

Special Instructions:

Parking:

DICC does not have off street parking dedicated to our facility; staff/volunteers/interns are advised to either park on the street NOT immediately in front of our building to allow for parent accessibility or in the Sciencenter parking lot at the end of the block.

Dress Code:

- Clothes should be in clean and neat condition, with no stains or tears
- Tank tops are allowed as long as all undergarments are covered
- Dresses or skirts need to be long enough to perform all your daily tasks (longer than fingertips at your sides). No mini-skirts or short shorts
- No strapless, backless, low-cut tops and dresses
- Shirts need to cover your stomach and cannot be low cut. Your midriff needs to be covered at all times. Your body needs to be appropriately covered when you are bending, reaching, etc.
- OSHA requires all employees to wear shoes. Shoes should be appropriate for working with children (need to be able to move quickly on feet)
- No halter tops or sheer tops
- No logo shirts with inappropriate advertising
- No lycra, spandex, or athletic attire that allow the undergarments to be identified

Required responsibilities/tasks of this position:

Classroom responsibilities/tasks may include but are not limited to:

- Play with children
- Supervise and participate in age appropriate activities
- Provide positive interactions and role modeling for children
- Serve the children breakfast, lunch or snack
- Clean up after breakfast, lunch or snack
- Disinfect and put away toys
- Read stories
- Soothe children at nap time

Professional responsibilities/tasks may include but are not limited to:

- develop professional communication skills with supervisors and peers
- maintain classroom documentation - update meal counts, classroom attendance, etc.
- model the behavior you want to see in the children: courtesy, cooperation and respect.
- attend regular team meetings

Skills necessary for this position:

- Appreciation for children
- Respect for ALL individuals (to include their gender, gender identity, family structure, etc)
- Ability to participate in classrooms activities and in walks to local playgrounds

Age requirement for this position in order to be compliant to state guidelines:

- Individuals must be at least 16 years old per NYS OCFS regulations
- Leadership opportunities or decision-making expectations for the position:
- Protect the children's and families' rights to privacy. Do not speak about a child in front of that child or other children.
- Plan activities with consideration to the physical, mental, social and emotional needs and/or limitation and capabilities of clients.

Other employment or life skills this internship will help the intern develop:

- Maintain a professional manner, including how they dress and talk.
- Use professional language and expressions that children and colleagues understand. Use a positive tone in all communications.
- Maintain professional boundaries at all times. (Examples include, no texting at work, posting pictures from DICCC on social media, having intimate relationships with co-workers.)
- Self-advocate; Ask for help when you need it.
- Maintain discretion related to personal/social life, family and relationships.

Certifications obtained as part of the internship experience: First Aid and CPR Certification

Start and end dates of the internship:

July 5th thru August 26th

Schedule for this role (days/hours):

Ideally 3 hours per day Monday through Friday for 8 weeks. 15 hours per week (either 9 am to 12 noon OR 2:30 pm to 5:30 pm).

"Must-be-available" dates and any flexibility available:

Can be flexible - if vacation conflicts with a week, the hours may either be added to another week or extend the opportunity to Sept 2. An orientation and CPR/FA certification training day will be held on either 6/28 or 6/30 - must be able to attend OR make advance arrangement for opportunity to reschedule.

Other information about a good match for the internship:

DICCC welcomes ALL. Our most basic expectation is for everyone to be appreciated, accepted and valued for who they are and what they bring to our daily experiences. Interns will need to respect and appreciate that what children learn directly reflects and impacts community as a whole. We are never too young to impact each other and the world around us.