

# Stephen E. Garner Summers of Service 2022

## **Southworth Library (Dryden) – Library Aide/Intern**



United Way  
of Tompkins County

### Purpose of Position:

The summer intern will assist with programs for children and teens during the summer with programming and activities. This position also will involve planning for programs and activities for children and teens along with some general library operations and functions.

### Site address/location of the position:

24 West Main Street, Dryden New York 13053

Special Instructions: Most of our work will be at the library. There is parking available on site. Employees are asked to dress conservatively, but casual wear is acceptable. We may occasionally have programs at the local park within easy walking distance

### Required responsibilities/tasks of this position:

- Assisting with programming for kids
- Developing activities
- Managing the Summer lunches program and keeping records
- Creating publicity
- Working with staff for some library functions
- Managing team of teen summer employees

### Skills necessary for this position:

- Competency with Microsoft Office suite programs and Google docs and sheets is required.
- Some competency with video creation, publicity and program preparations is also helpful.
- Organized and can engage with program participants in a friendly and polite manner
- Able to lift up to 50 pounds
- Have good customer service skills
- Pay attention to details

Age requirement for this position in order to be compliant to state guidelines: Workers must be 16 or older to qualify and working papers are requested. Employees will be expected to complete a mandatory sexual harassment training

### Leadership opportunities or decision-making expectations for the position:

- Working with groups of children
- Organizing and implementing activities
- Methodology for record keeping and statistics
- Creating publicity
- Supervising volunteers

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

- Planning and organizing programs and activities
- Public speaking and presentations
- Working with diverse populations
- Basic job responsibility and accountability

- Using general computer programs in a work environment
- Some management experience

Certifications obtained as part of the internship experience: No

Start and end dates of the internship:

June 28 - August 30, 2022

Schedule for this role (days/hours):

Primarily from 11:30 -2:30 on Mondays, Tuesdays and Thursdays, Wednesday from 10 - 1 and Fridays from 1- 4 with commitments varying depending on the week. The schedule is flexible however within open library hours.

“Must-be-available” dates and any flexibility available: The intern will be expected to assist for programs for about 3 hours a day, with in-person programs on Tuesdays, Thursdays and Fridays from 11:30 - 2:30 and some Saturdays., though it can be flexible if needed. Some projects can be done remotely at their convenience.

Other information about a good match for the internship:

The intern must be comfortable working with children and teens. Personal initiative, flexibility and creative ideas are encouraged.