

# Stephen E. Garner Summers of Service 2022

## **Village of Groton – Office Assistant/Intern**



United Way  
of Tompkins County

### Purpose of Position:

Our Summer of Service Village Youth Advocate will serve as a leader in our Youth Employment Program, supporting a cohort of youth employees in their summer experience working on a variety of social justice, advocacy, and community building projects. The position can be tailored to the particularly advocacy interests and experiences of the young person holding the position. For example, one of our SOS interns last year took a leadership role (which has continued to this day!) in advocacy work around youth homelessness in our community. Our summer social justice projects include art collaborations with Ithaca Murals and other local artists, food justice projects with Healthy Food for All, and many other opportunities.

### Site address/location of the position:

143 E Cortland St., Groton NY 13073

Special Instructions: Parking lot in back of office. Business casual attire required.

### Required responsibilities/tasks of this position:

- Learn about types of government documents
- Identify the retention of documents using a retention schedule
- Sort/scan/verify documents using Laserfiche
- Creating storage files
- Work with Excel & Word Documents

### Skills necessary for this position:

- Ability to learn how to operate scanning equipment
- Basic excel and word functions with ability to grow and improve those skills
- Attention to detail

Age requirement for this position in order to be compliant to state guidelines: No

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

- Given specific projects to organize and manage

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

- Organizational skills
- Dependability
- Office procedures

Certifications obtained as part of the internship experience: No

### Start and end dates of the internship:

We can be flexible with schedule depending on the needs of the intern.

### Schedule for this role (days/hours):

The office is open Monday-Thursday 8:00-4:30, Friday 8:00-1:00pm

“Must-be-available” dates and any flexibility available: We are flexible (no weekends)

Other information about a good match for the internship:

Someone that is interested in the office environment, ready to learn and enjoys being around others, public interactions (as allowed) and occasionally a dog or 2! :)