

# Stephen E. Garner Summers of Service 2022

## **Greater Ithaca Activities Center – Recreation Attendant/Intern**



United Way  
of Tompkins County

### Purpose of Position:

The Greater Ithaca Activities Center (GIAC) is a center for all ages, particularly youth and teens. It serves the immediate neighborhood and the greater Ithaca area by providing multicultural, educational, and recreational programs focused on social and individual development. The Recreation Attendant/Intern will support GIAC's youth day camp program.

### Site address/location of the position:

Greater Ithaca Activities Center, 301 W. Court St, Ithaca, NY 14850

Special Instructions: GIAC staff and campers will meet on the GIAC basketball court daily located across from the main GIAC building. Often, groups go on field trip outings away from GIAC in which transportation would be provided for the intern staff. There is side street parking and a parking lot that can be used for staff parking.

Summer camp staffs should come to work wearing sneakers and active wear. Please avoid wearing the following:

- No hats in the building or when you are representing GIAC at outside functions.
- No bra straps showing. Tanks should appropriately cover.
- No midriff (no exposed belly button/stomach).
- No open toed shoes. Sneakers are preferred.
- Obvious and excessive cleavage is unacceptable.
- Underwear of any kind must not show at any time.
- No strapless shirts.
- No see through clothing.
- No offensive images.

### Required responsibilities/tasks of this position:

- Work with campers and counselors
- Collect daily attendance sheets
- Make copies
- Assist in field trips and preparations
- Take photos/videos of camp activities
- Create social media posts to highlight GIAC and Camp Program
- Fill first aid bags
- Participate in camp activities and field trips
- Able to participate in swimming

### Skills necessary for this position:

- Written and verbal communication
- Dependable on-time and daily attendance
- An interest or experience in photography, videography and/or marketing including social media.
- Team player
- Time management
- Problem solving
- Open to constructive feedback
- Respectful
- Engaged

- Reliable

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

Leadership opportunities or decision-making expectations for the position:

The intern will have opportunities to share ideas and assist leading camp activities with children. Summer camp plans are created and implemented by group leaders but we encourage our support staff to communicate with their supervisors if they have experiences they would like to share with the campers. Intern will have opportunities to use their creative abilities to create photographic, videos and marketing of GIAC camp highlights for community outreach including decision making on which camp experiences/stories to highlight.

Certifications obtained as part of the internship experience:

Start and end dates of the internship:

Monday, June 27th - Friday, August 12th.

Student interns will not have to work July 1st - July 4th and August 5th is a camp skip day due to a GIAC special event.

Schedule for this role (days/hours):

Student interns will work Monday through Friday from 9am - 2pm. There will be flexibility with the schedule if the student has missed days to attend a family vacation, sickness, school visits, etc. The intern will be able to work longer days if they choose, so they can complete their 160 hours.

“Must-be-available” dates and any flexibility available:

Summer Camp Training - Monday, June 27th - Thursday, June 30th. Training will be 9am-5pm with a 1 hour lunch break.

Summer Camp Program Dates- Tuesday, July 5th - Friday, August 12th (No camp Friday, August 5th).

Other information about a good match for the internship:

A good match would include an intern who has experience working with children in a work or volunteer capacity, including babysitting experience, and who has an interest in photography, videography and social media marketing to create community outreach marketing pieces to highlight GIAC and camp. When working with children it's always great to have someone who is outgoing, not afraid to be silly, and has patience. Working at GIAC is a great opportunity to have fun, learn, and make an impact on children's lives.