

Stephen E. Garner Summers of Service 2022

Ithaca Community Childcare Center – Summer Camp Assistant



United Way
of Tompkins County

Purpose of Position:

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 children in our care.

Site address/location of the position:

579 Warren Road Ithaca, NY 14850

Special Instructions: Parking is available onsite. Counselors will travel off site for field trips on a bus. Dress should be comfortable, casual and allow them to complete the duties as a camp counselor while being viewed as professional but comfortable. All employees' dress, grooming and appearance shall:

- Be safe, appropriate and not interfere or disrupt the work place.
- Recognize the extremely brief garments such as very short shorts or skirts, tube tops, muscle shirts, net tops, halter tops, spaghetti straps, plunging necklines (front or back), low rise pants, midriff shirts and sheer garments are not appropriate.
- Ensure that undergarments are completely covered by outer clothing.
- Ensure that midriff, buttocks and cleavage are covered while at IC3.
- Not include items containing words or insignia that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, ancestry, national origin, sex, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs, and/or encourage other illegal or violent activities.
- Include footwear that is not a safety hazard to you and/or the children and allows for effective completion of job duties.
- Ensure that tattoos and body art are covered when inappropriate for professional settings, offensive to others and practical to do so.

Required responsibilities/tasks of this position:

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 children in our care.

- Ensuring the well-being and safety of children in the program
- Engaging with children in the program
- Administering games and activities
- Providing feedback to other staff and parents
- Assisting in food preparation

Skills necessary for this position:

- Awareness: Individual must be aware of their surroundings and those of the children to ensure that children are able to enjoy their experiences in a safe atmosphere.
- Flexibility: Individual must be flexible and ready to modify the plan for the day when needed.
- Patience: Individual must exhibit patience with children. Often taking time to listen to them, facilitate conversations and help them identify and navigate feelings and emotions.

- Love of the outdoors: Individual must be comfortable with and enjoy spending time outdoors. The program spends quite a bit of time outdoors while at the program and on field trips.

Age requirement for this position in order to be compliant to state guidelines: Candidates must be at least 16 years old.

Leadership opportunities or decision-making expectations for the position:

Students may have the opportunity to plan activities and communicate the days' events to parents at pick-up. In previous years, interns have returned to IC3 for other summer employment opportunities (ie. Summer Camp or School Age Counselors)

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

This internship provides individuals with an opportunity to work with children in a fun setting and possibly help determine future career avenues. Teamwork, leadership, communication, organization, responsibility, planning.

Certifications obtained as part of the internship experience: No

Start and end dates of the internship:

June 27th to September 2nd.

Schedule for this role (days/hours):

Monday - Friday most needed between 10:00am-4:00pm.

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

Advanced notice of scheduled time off is appreciated.

Other information about a good match for the internship: