

Stephen E. Garner Summers of Service 2022

Varna Community Association – Program Assistant/Intern



United Way
of Tompkins County

Purpose of Position:

The Varna Community Association seeks an intern to assist with children's activities and to help get our new childcare program - the Varna Summer Program -- off to a successful and fun start! Because the Varna Summer Program will be limited to about 24 children ages 5 to 12, the intern will get to know all of the kids while assisting with activities such as outdoor sports, lawn games, playground activities, and arts & crafts. Depending on the skills and interests of the intern, they may be asked to lead games, assist with food preparation, teach simple crafts, and so forth. As an important member of the Varna Summer Program staff, the intern will have plenty of opportunities to work as a team member, to try new ideas, and to make suggestions for improving the program.

Site address/location of the position:

Varna Community Center, 943 Dryden Rd. Ithaca NY 14850

Special Instructions: Most of the intern's time will be spent outdoors with children. The intern can expect to be physically active and should wear comfortable clothes and closed toe shoes. Athletic shoes are best, sandals or flip flops are not appropriate. Much of the lawn area will be in full sunshine, so sunscreen should always be worn.

The Varna Community Center is accessible by TCAT bus. The intern's work can be arranged to fit with the bus schedule. If arriving by car, the intern can park in the Varna Community Center's parking lot.

Required responsibilities/tasks of this position:

- Maintain a physically and emotionally safe environment modeling appropriate behavior and help children follow rules in a respectful and caring manner
- Provide encouragement for program participants
- Facilitate different activities (games, crafts, story time)
- Assist in lunch and snack preparation including making sure all children wash their hands
- Provide reminders to campers about important personal care tasks such as drinking water/keeping water bottles filled, wearing proper sun protection, wearing appropriate clothing/shoes for activities
- Organize supplies

Skills necessary for this position:

- Ability to supervise and actively participate with children in activities in a variety of indoor/outdoor spaces
- Fluent in English
- Ability to follow directions
- Demonstrate a caring attitude toward others - especially children
- Accept constructive criticism and alter their own behavior when asked

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:

- Identify the needs of children and suggest creative ways to meet those needs
- Suggest new activities
- Help plan a daily schedule

- Lead games/activities
- Identify changes to the program environment to improve safety

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

- Working as a team member
- Evaluate one's own performance
- Communication skills such as stating complaints tactfully and encouraging others to do their best
- Identifying the behaviors and needs of children at different levels of growth and development

Certifications obtained as part of the internship experience: No

Start and end dates of the internship:

June 29 - August 26

Schedule for this role (days/hours):

The intern will work M-F, 4 hours per day, at times that are mutually agreeable with the Director and intern.

Some hours of orientation will be needed before the program starts on July 5. Those hours will be deducted from the total hours worked during the summer (i.e., a couple of days off)

“Must-be-available” dates and any flexibility available: The Varna Summer Program Director needs to be informed at least a week in advance of any dates when the intern will be unavailable. (Exception: unexpected illness)

Other information about a good match for the internship:

The intern must like children and be willing to engage in playful activities!