

Summer Program Intern (Temporary, Grant Funded)

The E.C. Scranton Memorial Library in Madison, CT seeks a friendly, collaborative individual to join our team full-time for 5 weeks this summer. It is the second year of our free, half-day, grant funded summer program. We are now looking for an intern interested in early childhood education to join our Summer Program Coordinator and support staff. The successful candidate for this position will have excellent communication and interpersonal skills, and an interest in working with children ages 5 – 12 in a program setting. High school students over 16 interested in pursuing early childhood education or library science in college, or college students looking to gain practical experience are encouraged to apply. The position will be full-time for five weeks in July and August, with some training hours the week before the program.

Responsibilities:

- Under the direction of the Summer Program Coordinator works with other staff and volunteers to organize and provide programming for children ages 5 -12.
- Supervises children and ensures their safety, development, growth, skill achievement, and general well-being.
- Knows and understands all emergency procedures associated with the program.
- Knows and follows all safety guidelines associated with the program, including always knowing the whereabouts of the children.
- Communicating with parents when necessary.
- Keeping information about students and their families confidential outside of the program.

Qualifications/Skills:

- Ability to work as a team member with other summer staff and the Summer Program Coordinator.
- Some experience in youth programs, recreation, working with children, or in a related field preferred, but not required.
- Well developed spoken and written communication skills.
- Desire to learn and take direction from the Summer Program Coordinator.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Duties require ability to express and exchange ideas by means of the spoken word and to perceive the nature of sounds at normal speaking levels, with or without correction.
- Duties require extended periods of standing, walking, and sitting.
- Duties require occasional periods of pulling/pushing items, lifting/carrying items up to twenty pounds, bending, stooping, and fine manipulation skills.

Hours: 35 hours/week for five weeks beginning July 15th, 2024

Benefits & Compensation: Salary is \$17/hr

Reports to: Summer Program Coordinator

Employment Status: Temporary/Grant Funded

To apply: Send a cover letter, resume, and three references to scrantonlibraryhr@scrantonlibrary.org by May 24, 2024

Disclaimer: *Nothing in this job description restricts the E.C. Scranton Memorial Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the E.C. Scranton Memorial Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time. The E.C. Scranton Memorial Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws.*