



# TALCOTT MOUNTAIN

SCIENCE CENTER • ACADEMY • RESEARCH INSTITUTE

**Position title: Summer Program Coordinator (intern)**

**Pay:** \$20/hour

**Preferred qualifications:** Education major, Education degree

**Preferred experience:** Classroom teaching, summer camp counselor

**Hours:** 8:30am to 4:30pm, M-F

**Dates:** Weeks of June 22, July 6, July 13, July 20, July 27, August 3, August 10.

**Location:** Talcott Mountain Science Center, 324 Montevideo Rd, Avon CT 06001

TMSCA is seeking a motivated, organized, and cooperative individual who will play a key role in assisting the Summer Program Manager and keeping the program running smoothly. This individual will be a team player - ready to help admin, teachers, and students. This internship is a unique opportunity to gain leadership experience in a science education setting.

Description of duties:

- Assist the Program Manager with daily operations
  - Answering phones
  - Printing/copying/distributing paperwork for staff
  - Gathering and distributing supplies for teachers
  - Attendance recordkeeping
- Preparation and leadership of activities
  - Labeling and preparing bags/t-shirts for tie-dye, running the tie-dye activity
  - Preparing and running the weekly contest
  - Organizing and overseeing high school student “scholar” volunteers
- Shared duties with teachers
  - Lunch/recess - supervise students
  - Bus duty - assist with attendance at one of the bus stops
- Photography file management
  - Distributing and collecting iPads to teachers, for taking student photos
  - Airdropping and organizing photos into our drive
  - Checking photos for photo permissions, and sorting files into folders
- Teaching, discipline, and escort
  - Act as a substitute if a teacher is late, leaves early, or is absent
  - Help address discipline concerns
  - Escort students across campus - to the nurse, main office, or their classroom

To apply, please email a cover letter, resume and three reference contacts to [summer@tmsc.org](mailto:summer@tmsc.org). The subject line of the email should be “Summer Program Coordinator.”

The successful candidate must be over 18, possess a valid driver’s license, have access to reliable transportation, and successfully complete a fingerprint-based background check. Talcott Mountain Science Center & Academy is an equal opportunity employer and encourages applicants from underrepresented groups, welcoming faculty and staff from all backgrounds and perspectives. We do not permit and will not tolerate discrimination in employment opportunities or practices on the basis of race, color, sex, religion, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, marital status, ancestry or citizenship status, genetic information, pregnancy status, or any other characteristic protected by the law.