Program Intern-Chester Children's Chorus
The program intern has two functions as an administrative assistant and camp counselor during the summer 2016.

Preparation period-administrative assistant

Assist Executive Director, Kirsten Halker-Kratz, and Administrative Assistant, Elisa DeNofio, in preparing for the summer learning program. This period will provide experience in understanding the wide range of office support services, information collection and dissemination and other administrative functions that are essential to running a successful program. Tasks include but not limited to:

- Gather, copy, maintain and distribute student, staff, and volunteer information
- Prepare staff binders with children’s information, daily schedules, emergency contacts, etc.
- Prepare charts and posters showing daily activities

Program period-camp counselor

Serve as teaching assistant in morning music and afternoon classes as assigned; assist as needed with the children.

Important interests:
children, music, camp experience
We also want the intern to explore their strengths. In the past, interns have also worked on promotional videos, led small classes, took pictures, and collected survey data.

Contact Kirsten Halker-Kratz for more: khalker1@swarthmore.edu.