



OAKCREST SCHOOL

Job Description for:

Title: Summer Programs Intern

Reports to: Miriam Buono, Associate Head of School, Operations

Status: Part-time,

Compensation: Unpaid internship

Schedule: Monday-Friday, 8:30am to 3:30pm

June 14, 2021 - July 30, 2021

Hours can be shared if more than one intern is hired

Minimum Position Requirements: Current 11th or 12th grade Oakcrest student or alumna, excellent interpersonal skills, attitude of service, professional demeanor, attention to detail.

Duties and Responsibilities: The Summer Programs Intern will be at the front desk (in addition to the Front Desk staff member, who is there until 1pm in the summer months.) Her duties will include:

Helping any participants who arrive late to get to where they need to be

Calling parents if necessary, bring forgotten lunches or any other items to participants

Answering phone calls regarding Summer Programs

This is an opportunity to gain experience working in a school setting and honing skills in customer service. This work will count towards community service hours.

If you are interested in applying for this position, contact Mrs. Buono at mbuono@oakcrest.org.