

## EXAMPLES OF SUMMER JOBS

| General Job Categories                | Examples of Tasks/Activities*   | Examples of Worksites**   |
|---------------------------------------|---|---|
| Camp Counselor/Parks                  | <ul style="list-style-type: none"> <li>-Supervise/assist in supervision of young children</li> <li>-Organize/design activities (educational games, arts &amp; crafts)</li> <li>-Participate in field trips</li> <li>-Frequent outdoor activities</li> </ul> | <ul style="list-style-type: none"> <li>-PAL</li> <li>-4-H</li> <li>-Boys &amp; Girls Clubs</li> </ul>           |
| Office/Medical                        | <ul style="list-style-type: none"> <li>-Filing</li> <li>-Answering phones</li> <li>-Greeting clients/customers</li> <li>-Data entry</li> <li>-Mailings (fold &amp; stuff envelopes)</li> <li>-Photocopying</li> <li>-Research</li> <li>-Sales</li> </ul>    | <ul style="list-style-type: none"> <li>-City Schools</li> <li>-City Libraries</li> <li>-City Offices</li> </ul> |
| Police/Fire Cadets                    | <ul style="list-style-type: none"> <li>-Checking equipment</li> <li>-Washing apparatus</li> <li>-Training in police roles and law enforcement</li> </ul>  | <ul style="list-style-type: none"> <li>-Albany Police Dept</li> <li>-Albany Fire Dept</li> </ul>                |
| Gardening/Ecology                     | <ul style="list-style-type: none"> <li>-Tending Gardens</li> <li>-Weeding</li> <li>-Harvesting</li> <li>-Participate in field trips</li> <li>-Primarily outdoor activities</li> </ul>   | <ul style="list-style-type: none"> <li>-Community Gardens</li> </ul>  |
| Day Care                              | <ul style="list-style-type: none"> <li>-Supervise very young children</li> <li>-Organize activities (educational games, arts &amp; crafts)</li> <li>-Participate in field trips</li> <li>-Some outdoor activities</li> </ul>                                | <ul style="list-style-type: none"> <li>-YWCA</li> <li>-Toyland</li> </ul>                                       |
| Elder Care                            | <ul style="list-style-type: none"> <li>-Assist in elderly supervision</li> <li>-Participate in games and arts and crafts</li> </ul>   | <ul style="list-style-type: none"> <li>-Drake Manor</li> <li>-Senior Services</li> </ul>                        |
| Maintenance                           | <ul style="list-style-type: none"> <li>-Collecting trash</li> <li>-Sweeping/mopping</li> <li>-Wash windows</li> <li>-Clean furniture (desks/chairs/tables)</li> <li>-Lawn care/groundskeeping</li> <li>-Frequent outdoor activities</li> </ul>              | <ul style="list-style-type: none"> <li>-City Schools</li> <li>-Albany Housing Authority</li> </ul>              |
| Arts                                  | <ul style="list-style-type: none"> <li>-Drama/playacting</li> <li>-Writing and performing scripts/musicals</li> <li>-Making sets</li> <li>-Researching projects</li> </ul>  | <ul style="list-style-type: none"> <li>-Urban Arts</li> <li>-Stephen &amp; Harriet Myers Residence</li> </ul>   |
| Engineering/Science/Technology (STEM) | <ul style="list-style-type: none"> <li>-Research</li> <li>-Preparing reports</li> <li>-Making presentations</li> </ul>  | <ul style="list-style-type: none"> <li>Liberty Partnership</li> </ul>   |

\*Does not include all tasks/activities in a job category.

\*\*We cannot guarantee that a student will be assigned to any particular worksite.