

JOB DESCRIPTION

Title: SUMMER INTERN

Position Description: This position is designed to provide interns with practical job experience and to provide valuable services to various ADC departments. The intern will rotate among departments and perform a variety of operations and administrative tasks as assigned by the Executive Director and Directors.

Representative Duties:

- Day-to-day activities on the grounds, such as weeding garden beds and mowing lawns, including areas around offices and community mausoleums.
- Provide telephone coverage in office and take accurate messages.
- Interact with families and assist visitors with routine customer service requests, including conducting burial location lookups as requested.
- Create reports and transcribe records, enter information into software programs, and file as needed.
- Scanning and data file management
- Perform other duties as required to support and further the mission of Albany Diocesan Cemeteries

Objectives

- Dependability- job requires being reliable, responsible, and dependable in fulfilling obligations.
- Cooperation- job requires being pleasant, but task oriented with others on the job and displaying a good-natured, cooperative attitude.
- Self-control- job requires maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in difficult situations.
- Integrity- job requires being honest and ethical.
- Attention to detail- job requires being careful about detail and thorough in completing work tasks.
- Discretion- job requires ability to assess situations and know when and what information to impart.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge:

- a. English Language – knowledge of the structure and content of the English language including the meaning and spelling of words, and rules of composition and grammar.
- b. Computer skills- knowledge and ability to use computers and related technology efficiently, familiarity with common software and the ability to self-teach (i.e. to learn new programs or tasks as they are encountered)

2. Skills:

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- a. Active listening – giving full attention to what other people are saying and taking the time to understand the points being made, asking questions for clarification and not making assumptions.
- b. Speaking – talking to others to convey information effectively.
- c. Critical thinking – using common sense and logic to identify the strengths and weaknesses of alternative solutions, conclusion, or approaches to problems.
- d. Coordination – adjusting actions in relation to other’s actions.

3. Training/Education:

- a. Must present a Student General Employment Certificate – AT-19.

4. Abilities:

- a. Oral Comprehension – the ability to listen to and understand information and ideas presented through spoken words and sentences.
- b. Oral expression – the ability to communicate information and ideas so others will understand.
- c. Problem sensitivity- the ability to tell when something is wrong or is likely to go wrong. It does not necessarily involve solving the problem, only recognizing there is a problem.
- d. Initiative- the ability to assess and initiate things independently.
- e. Maintain respect for the teachings and traditions of the Roman Catholic faith

PHYSICAL DEMANDS

- 1. Position requires extended periods of sitting and working at a computer.
- 2. Ability to move about in an office environment and to operate office equipment
- 3. Lifting 35 lbs. as needed

Additional information

Location	Multiple cemeteries
Hours of work	Mon – Fri, 8:30am - 4:00pm
Reports to	Leadership Team
Management? (Yes/No)	No
Exempt/NE status	Non-Exempt
Last date revised	6/6/22

Employee _____ Date _____