



**Internship Job Title: Campus Facilities Internship**

**Company Name: Peters Valley School of Craft**

Street Address: 19 Kuhn Road  
City: State: Zip: Layton, NJ 07851  
Phone: 973-948-5200  
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Supervisor's Name: Campbell Albritton  
Supervisor's Title: Director of Operations  
Email: campbell@petersvalley.org

**Start Date:** April-May 2017  
**Approximate End Date:** September 2017  
**Hrs/Wk:** 25-40  
**Wages/Hr:** \$10

**Specific skills required for this internship:**

1. The ability to work well with others in a collaborative way and follow direction to complete tasks.
2. Helpful but not necessary; basic plumbing and carpentry, painting, grounds keeping, waste management, assisting contractors, and collaborating with the National Park Service Staff.
3. The position also requires the ability to lift heavy items up to 50 pounds, meet reporting requirements and the ability to prioritize work tasks.

**Specific duties the student will learn to perform:**

1. Will work under the direction of Director of Operations on specific tasks related to the maintenance and restoration of a historic village campus.
2. Will need to work with Director of operations on specific campus needs. And will learn a lot about basic home maintenance and repair including historic renovations protocol.