



**Job Title:** Education Department Intern

**Department:** Education

**Reports to:** Curator of Arts Education/Director of Education **Pay Rate:** Temporary, Unpaid internship

**Last Reviewed:** Dec 2011

**Job Description:** Education Intern will interact with children and adults in a variety of engaging activities throughout the summer. Position starts May 2012.

**General Functions:**

- Serve as a teacher's aide for summer camps by preparing materials, assisting with camp activities, reading stories aloud, helping with drop-off and pick-up, helping with clean-up and doing informal evaluation.
- Help facilitate a variety of interactive activities in the Children's Garden—discovery carts, art and music interactions, story-time, daily challenges, etc.
- Assist with selected Farm Garden weekends.
- Drive and/or narrate children's tram tour for ages 8 and younger and their families.
- Other tasks as assigned by supervisor.

**Personal Skills/Qualifications**

- Must have outgoing personality and enjoy working with children.
- Must learn quickly and be flexible.
- Must have current driver's license with a clean driving record.
- Must be 18 years of age or older.
- Must be able to work at least 15 hours/week.
- Must be able to work at least one weekend a month.

**Working Conditions**

- Indoor and outdoor work in varying weather conditions.
- Occasional standing or sitting for long periods of time, walking distances, and lifting up to 15 pounds.
- Ability to speak for long periods of time.

**I have reviewed and I understand the job description highlighted above.**

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**Signature**

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**Date**

