

## **Phipps Conservatory & Botanical Gardens, Inc.**

**TITLE:** Education Intern  
**DEPARTMENT:** Education  
**REPORTS TO:** Director of Horticulture and Education or as assigned

**GENERAL SUMMARY:** Education Interns work with the education staff in various capacities to develop and teach summer camp curriculum and teach classes to school groups. Interns can take part in educational offerings of Phipps in the evenings at no cost, except material fees when applicable. A field trip and presentations on the history of Phipps and Phipps' innovative "green" features and plans for the future will also be included. This internship is a great opportunity to gain hands-on experience in a renowned horticultural institution.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Interns will work hands-on with Phipps education staff to develop and teach summer camp curriculum, teach classes to school groups, prepare Act 48 classes for teachers and visit schools in the community for outreach classes. The schedule is flexible around the intern's school calendar, and interns are welcome to work up to 40 hours a week.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** Previous experience working with children a plus. Must be willing to engage with children of different ages and transmit different levels of knowledge. Must be willing to play and have fun.

### **PHYSICAL, MENTAL AND SENSORY DIMENSIONS:**

- Physical mobility: sitting, standing, walking, lifting/carrying objects up to 30 pounds

### **WORKING CONDITIONS:**

- Ability to provide own transportation to perform principle responsibilities.
- May require some evening and weekend work.
- Will have occasion to work in or pass through any area of the Conservatory or growing houses.

**MINIMUM POSITION GUIDELINES** (Education, Experience and Certification): Must have completed two years in a four-year degree program or one year in an associate's degree program, majoring in environmental studies, environmental education, biology or a related field.

Revisions, additions or deletions to this job description may be made at any point.

Phipps Conservatory and Botanical Gardens  
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