

Phipps Conservatory & Botanical Gardens, Inc.

TITLE: Education Intern—Discovery Program
DEPARTMENT: Education
REPORTS TO: Director of Horticulture and Education or as assigned

GENERAL SUMMARY: Education Interns work with the education staff in various capacities in the Discovery Garden. 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 with activities in the Discovery Garden, including the following:

- Assist in developing and presenting Discovery and Discovery Garden Day activities.
- Prepare supplies for activities in the Discovery Garden and at tables.
- Engage in conversation and interact with children and adults, and encourage children to participate in activities.
- Evaluate programs and guest interaction on an ongoing basis.
- Assist in outreach activities at community events, as needed.

The schedule is flexible around the intern's school calendar, and interns are welcome to work up to 40 hours a week during the summer.

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 project a friendly, welcoming and outgoing presence to all visitors. 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.
- Will require weekend and evening work.
- Will have occasion to work in or pass through any area of 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.

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