



## **POSITION DESCRIPTION Education Internship**

<b>Position Title:</b>	Education Intern
<b>Employment Classification:</b>	Internship
<b>Reports to:</b>	Community Programs Manager
<b>Department:</b>	Education Department
<b>Salary:</b>	Unpaid

### **Internship Description**

The Living Coast Discovery Center is seeking individuals who are interested in pursuing a career in education, zoos/aquariums, biology, conservation, museums, etc. to participate in a part-time, unpaid internship. During this internship, the intern will gain experience and contribute to our mission of inspiring the community to connect with and care for their coastal environment.

Interns will learn alongside education managers, education specialists, and education instructors as they engage and inspire K-12 students and the public to explore and learn about the natural world around them through onsite and offsite programs like Living Labs, Wildlife Camps, and Trail to Bay. All of these areas will be explored during this internship while interns learn program development and facilitation, research, and program evaluation.

### **Learning Objectives**

By the end of the internship, interns will be able to:

- Lead an education program table.
- Lead an arts & craft lesson.
- Lead an animal presentation.
- Lead a safety talk for a hike or clean up.
- Plan, develop, and present a new environmental education activity, lesson, or materials as a final project.

### **Duties and Key Responsibilities**

- Assist educators in teaching school, public, and community programs.
- Interact with guests in an educational setting.
- Lead lessons, hikes, clean ups, games and crafts with campers, students, or the public.
- Support animal handlers in presentations and feeding activities.
- Perform clerical duties as needed.
- Complete an intern project.

## **Qualifications and Skills**

### **Required Qualifications**

- Must be at least 18 years old to participate in the internship.
- Ability to work in a team and individually with minimal supervision.
- Able to work in outdoor conditions including sun, rain, wind, and heat.
- Be willing to learn about all aspects of education.
- Help with any tasks requested by the supervisor with a positive attitude.
- Participants must be able to adjust to changes within the daily routines.

### **Preferred Qualifications:**

- Desire to gain experience in working with children in a school or camp setting.
- Desire to gain experience in working with the general public.
- Desire to learn about environmental education in an informal setting.
- Some knowledge of environmental science, general biology, zoology, or marine biology

### **Commitment:**

- Interns will spend 12 weeks working within the Education Department
- Shifts are 6 hours, typically 9:00 a.m. – 3:00 p.m., but can vary depending on the program assigned.
- Interns must be available two days per week between Wednesday and Sunday. One weekday and one weekend shift is required.
- Schedules will depend on each intern's availability and must be consistent for the duration of the internship.
- Interns will be responsible for one project that they will be able to work on over the course of the internship.

## **Working Environment and Essential Functions**

Essential functions may include: lifting up to 20 pounds, climbing ladders, walking on uneven or wet surfaces, working in various weather conditions, and handling shellfish. Reasonable accommodations can be made.

## **How to Apply**

Please complete the online **Internship Application Form** that can be found on our Internship webpage. In the application you will need to submit both a cover letter and resume. Applications without these documents will not be considered for the position.

Our internship interview consists of 3 stages. Stage 1 is reviewing applications, resumes, and cover letters. Stage 2 is a phone interview. Stage 3 is an in person interview. After submitting your application, we will contact you for your next step.