

## Youth Education Programs Intern

**Reports to:** Youth and Family Program Coordinator

**FLSA:** Non-exempt, hourly

**Summary:** This internship prepares students to enter the field of environmental or museum education by providing hands-on experience with informal youth and family educational programming and interpretation. Coastal Maine Botanical Gardens is regarded as among the foremost public gardens in the country. This internship allows students to participate directly in a wide variety of educational programs for children and families as well as for general guests. The intern will learn how an education department works to deliver programming to a diverse range of audiences in a public garden setting.

**Academic/Experiential-Learning Nexus:** Youth and family programming in relation to horticulture, botany, and natural history.

The Youth Education Programs Internship provides hands-on experience supporting and implementing a wide variety of youth and family programming at the Gardens while also giving the intern the opportunity to:

- Learn the art and science of live interpretation.
- Increase gardening knowledge.
- Learn what it takes to maintain a children's garden.
- Learn best practices in customer service.

**Essential Functions:** *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- Help to facilitate Discovery Carts and Nature/Garden Investigations in the Native Butterfly House, Alford Children's Garden, Learning Apiary, and Native Bee Exhibit.
- Assist in implementing our self-guided Spring Explorers Garden with Us! program for homeschool children and distance learners ages 4-10 and our Budding Naturalist program for ages 10-14.
- Assist with curriculum development and the creation of socially distant on-site activities for our parent-led CMBG Summer Camp Club for ages 4-10.
- Assist with teaching nature-themed lessons for camp participants and their families in socially distanced small group settings outdoors.
- Carry out regular informal educational activities in the Bibby and Harold Alford Children's Garden, to the extent practicable under Covid-19 safety protocols, such as story time and nature-based puppet shows.
- Help care for the Learning Garden and greenhouse.
- Assist with the daily upkeep of the Alford Children's Garden play areas.

**Qualifications:**

The successful candidate must be comfortable with and enjoy interacting with the public and with students of all ages, but especially children. They should have good organizational skills; an interest in plants, gardening, and nature; and a desire to learn more about the role of education in a public garden setting. Some coursework/experience in the field of education or the natural sciences is required.

**Work schedule:**

40 hours/week, including one weekend day from approximately mid-May to late August. Flexible start and end date.

**Physical and environmental factors:**

Much of the work occurs outdoors, exposing the incumbent to heat and humidity variations. Occasional lifting or moving 20 pounds.

*This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).*

**Additional information:**

The hourly wage for this internship is \$12.15/hr. Assistance finding housing is available. The successful candidate must provide his/her own transportation to/from the workplace.

**Apply by Thursday, February 4, 2021: e-mail resume, cover letter, and three references to:** Erika Huber, Youth and Family Program Coordinator at [ehuber@mainegardens.org](mailto:ehuber@mainegardens.org).