

Youth & Family Programs Intern

Reports to: Youth and Family Program Manager

FLSA: Non-exempt, hourly

Pay Rate: \$15.75/Hour

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.

The Youth Education Programs Internship provides hands-on experience supporting and implementing a wide variety of youth and family programming at the Gardens. The internship also gives 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, and 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.)*

- Welcome and orient visiting school/youth groups.
- Assist in leading our summer nature exploration parent/child programs for ages 3-8.
- Assist Summer Camp Coordinator and Youth and Family Programs Educator in implementing nature- and garden-based summer camp programs for ages 4-8.
- Assist visiting art instructors as they implement youth art workshops.
- Carry out regular informal educational activities in the Bibby and Harold Alford Children's Garden, such as story time and nature-based puppet shows and chicken feeding.
- Help to facilitate Discovery Carts and Nature/Garden Investigations in the Lerner Garden of the Five Senses, the Native Butterfly and Moth House and the Alford Children's Garden.
- Help care for the Learning Garden and greenhouse.
- Assist with the daily upkeep of the Alford Children's Garden play areas.

Qualifications:

- Must be comfortable with and enjoy interacting with the public and with students of all ages, especially children. Experience working with children is preferred.
- Must have 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.

The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants, and nature through horticulture, education, and research.

- Must be comfortable interacting with guests, staff, board members, and the community; strive to exceed guest and program participant expectations, and create an exceptional experience for those visiting the Gardens.
- Must be able to work independently and as part of a team.
- Commitment to working across the organization to support the integration of IDEA (Inclusion, Diversity, Equity, and Accessibility) principles into CMBG's internal operations and its relationships with visitors and guests.

Work schedule:

40 hours/week, including one weekend day from approximately mid-May to late August. Flexible start and end date. The successful candidate is responsible for his/her own transportation to and from the workplace. Assistance finding housing is available.

Compensation: \$15.75/hour

Physical and environmental factors: This position has consistent, moderate physical demands. The position frequently involves hands-on garden education as well as some maintenance of learning gardens. The employee should be prepared for active physical work as a regular component of the workday throughout the Gardens' open season.

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).

To Apply: Qualified candidates should submit a cover letter describing their interest in the position, a resume, and a list of three references to: Erika Huber, Youth and Family Program Manager, ehuber@mainegardens.org **Review of Applications begins Friday, February, 10.**