



YOUTH EDUCATION INTERNSHIP

Salary Range: unpaid; credit or internship requirements can be arranged as needed

Work Schedule: part-time; seasonal flexible hours

Department: Public Programs

Reports to: Youth Education Manager, with frequent collaboration with Tyler Educators and the Director of Public Programs.

Description:

Our Youth Education Internship is a great opportunity to gain educational programming experience. Interns help the Youth Education Manager to enhance, plan and implement field trips, scout groups, birthdays and public programs. Applicants should have strong attention to detail, excellent written and oral communication skills and a positive personality.

Duties/Responsibilities:

- Share Tyler's rich heritage, collections and landscape to inspire and engage stewards of the natural world
- Assist the Youth Education Manager in scheduling, creating and implementing youth and family programming
- Help plan, develop, and implement educational curriculum/programs
- Help plan and assist with executing special events and programs
- Teach programs for ages 4 – 11, as needed throughout the season
- Develop initiatives and utilize social media to engage families/teachers and the community

Note: Tyler has the right to assign or reassign duties and responsibilities to this job at any time.

Qualifications/Requirements:

- Strong organizational, problem solving, computer and logistical skills
- Ability to develop and lead engaging and fun environmental programming for children of a variety of ages
- The desire and ability to work in a cooperative, team-oriented atmosphere
- Willingness and ability to participate in outdoor activities with youth and staff
- First aid and CPR certification a plus
- Must be at least 18 years of age
- Once offered a position, you must satisfactorily complete the required background checks

Majors:

Environmental Education, Early Childhood Studies, Natural Sciences, Recreation or other related fields.

Work Environment:

Youth Education Interns will work in shared office space with a small and supportive staff. Interns will be provided with all tools necessary to complete job requirements. Position duties are split between indoor office work and outdoor activities.

Availability:

- Multiple internships available; year-round
- Interns must commit to a full season of work

Application Deadline: Rolling

Please e-mail your cover letter and résumé to Liz Hornbach, Youth Education Manager, lhornbach@tylerarboretum.org

Applications will be accepted until positions are filled.



SUMMER CAMP & PROGRAM INTERNSHIP

Salary Range: unpaid; credit or internship requirements can be arranged as needed

Work Schedule: part-time; seasonal flexible hours

Department: Public Programs

Reports to: Youth Education Manager, with frequent collaboration with Tyler Educators and the Director of Public Programs.

Description:

The Summer Camp & Program Intern will assist the Summer Camp Director and play a large role in implementing camp, including training and managing staff, planning, leading, and implementing programs, and working directly with youth.

Duties/Responsibilities:

- Share Tyler's rich heritage, collections and landscape to inspire and engage stewards of the natural world
- Assist the Camp Director in the daily camp operations
- Help plan, develop, and implement curriculum/program
- Help plan and assist with executing special events and programs
- Help to implement the emergency procedures associated with the camp program
- Assist with planning and implementing other non-camp youth programs

Note: Tyler has the right to assign or reassign duties and responsibilities to this job at any time.

Qualifications/Requirements:

- Leadership experience; Experience managing staff or volunteers preferred
- Strong organizational and problem solving skills
- Ability to develop and lead engaging and fun environmental programming for children of a variety of ages
- The desire and ability to work in a cooperative, team-oriented atmosphere
- Willingness and ability to participate in outdoor activities with campers and staff , which includes, but are not limited to, hiking, canoeing, team building initiatives, building campfires, physical games, activities and field trips
- A background in education, camp or the natural sciences is desirable
- First aid and CPR certification a plus
- Must be at least 18 years of age
- Once offered a position, you must satisfactorily complete the required background checks

Majors:

Environmental Education, Early Childhood Studies, Natural Sciences, Recreation or other related fields.

Work Environment:

Youth Education Interns will work in shared office space with a small and supportive staff. Interns will be provided with all tools necessary to complete job requirements. Position duties are split between indoor office work and outdoor activities.

Availability:

- Internships coincides with the Summer Camp schedule, and spans from May to August
- Interns must commit to a full season of work

Application Deadline: Rolling

Please e-mail your cover letter and résumé to Liz Hornbach, Youth Education Manager, lhornbach@tylerarboretum.org

Applications will be accepted until positions are filled.