



Education and Summer Camp Intern

Location: Alaska Botanical Garden, 4601 Campbell Airstrip Rd. Anchorage, AK 99501

Job Status: Internship (unpaid)

Season: Spring and Summer (May-August)

Hours: hours per week flexible (minimum of 120 hours total)

Deadline to Apply: May 11th, 2018

Overview:

The Alaska Botanical Garden is currently seeking Education and Summer Camp Interns for the 2018 Spring and Summer seasons. Interns will assist in delivering science-based environmental education curriculum to elementary/middle school students as well as participate in special events and other education related programming in the Garden. Candidates must be able to commit to at least 1 day a week between 9am and 4pm from May 29 -Aug 3rd (or complete a minimum of 120 hours). These are unpaid positions; however community service hours are available. To apply, please send a cover letter and resume to education@alaskabg.org, attention Stacey Shriner.

Duties and Responsibilities:

- Assist in the preparation, set up, implementation and clean-up of weekday and weekend education programs and summer camp.
- Prepare and maintain educational supplies.
- Contact and work with ABG volunteers.
- Assist ABG staff and volunteers with supervision and management of 15+ students at a time
- Gain subject matter competency related to specific Garden areas.
- Interact with visitors, answer questions, and facilitate programs as assigned.
- Complete programmatic duties such as data entry, copying, and sign making as needed, using standard office equipment.
- Attend required meetings and assist with other Garden projects as needed.

Physical Demands:

Position requires periods of walking and standing with light lifting/pushing up to approximately 20 pounds. All work is conducted outside, rain or shine.

Qualifications:

- Available to work late May through early August.
- Must have an interest in environmental education and an interest in working with the public and kids.
- Valid driver's license and or access to a car or public transportation to get to and from work site.
- Ability to arrive on time to scheduled work events.
- The ideal candidate will be flexible, able to work in a fast-paced environment, and possess exceptional communication and interpersonal skills.
- The ability to work both independently and as part of a team is essential.