



## **INTERNSHIP DESCRIPTION**

**Title:** Education Intern

**Reports To:** Education Director

**Classification:** Non-paid Internship

**Approved By:** Education Director and Human Resources Administrator

**Effective Date:** April 2018

### **PROJECT DESCRIPTION**

Evergreen Aviation & Space Museum's mission is: To Inspire and Educate, To Promote and Preserve Aviation and Space History, To Honor the Patriotic Service of Our Veterans. The Education Department provides a wide range of educational opportunities for individuals and groups of all ages. Educational groups can enjoy an immersive experience by spending a night at the Museum or individuals may join our Summer Camp program. Our Scouting program also offers opportunities to earn aviation and space merit badges. Our summer camps will include learning about rocketry, space food, espionage, unmanned flight and mission to Mars. We also have nights just for adults to learn about asteroids, airplanes and more. We have family events like star parties and cultural days. Our internship program will assist with any or all of these educational opportunities.

### **DELIVERABLES**

1. The Education Intern will be an active member of our Education team.
2. Design and present educational activities for summer camps.
3. Will apply research and curriculum development skills by assisting Education staff with creating educational activities for camp participants.
4. Assists with coordinating and preparation of all activities related to summer programming.
5. Conduct follow-up communications with participants and parents/chaperones which may include sending letters, surveys, and compiling the evaluation data.
6. Analyze program evaluations; make recommendations for improvement and share conclusions.

### **LEARNING OBJECTIVES:**

1. Understand the objectives of education through the interactive camp curriculum.
2. Develop an understanding of curriculum development based on experiential education practices.
3. Build relationships with local community organizations and families participating in our education program activities.
4. Will assist staff with designing experiential learning activities for participants.
5. Will be able to apply classroom management techniques by assisting with summer camps.
6. Develop communication skills by interacting with students, parents, employees, volunteers and the local community.
7. Develop presentation skills by presenting an educational activity to youth.
8. Will assist staff with learning activities and events for adults and families.

### **THE IDEAL CANDIDATE:**

1. Must be currently enrolled in a Bachelor's degree program in Education, Anthropology, History, Social Science or closely related field of study.
2. Experience leading educational and experiential activities for youth in a camp-based or informal education setting is preferred.

3. Experience designing experiential learning activities for youth
4. Experience working with youth in a camp or informal educational setting is preferred.
5. Must be able to earn credit towards a degree by participating in our internship program.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Good interpersonal and communication skills, in person, in writing, and over the phone.
- Ability to take the initiative and anticipate needs, especially in a busy environment
- Ability to effectively manage time and meet deadlines
- Ability to work independently and as part of a team environment
- Ability to develop a rapport with youth
- Ability to support and maintain a safe environment, emotionally and physically, for all youth at camp • Passion for and interest in advancing social justice and equity in the local and global community
- Demonstrates confidentiality and trustworthiness in dealing with various situations.
- Good analytical thought process, including problem solving and decision-making skills and abilities.
- Strong organizational skills.
- Willingness to learn and receive critical feedback.
- Ability to work a variable schedule, including nights, holidays, weekends, and possible overtime when needed.