

Education Internship Learning Plan

Role: Camp Intern
Pay Status: Unpaid
Mentor: Camp Coordinator

Department: Education
Classification: Intern Volunteer
Time Span: 4 months, 10-20 hrs/week (flexible)

Summary:

The Children's Museum of Phoenix is looking for a motivated, outgoing individual to contribute to our Education team. The Camp intern will have the opportunity to work in a fun, playful environment, learn new skills, and directly assist the Camp Coordinator by taking ownership of a wide range of projects related to the field of Education Management. The intern will be responsible for writing and directing 10-15 minute skits that will serve as our "camp legends", facilitating camp programs and activities, assisting with staff training, assisting with the creation of exhibit-based educational challenges, taking pictures for our social media pages and managing our Camp Facebook page. The intern will also participate in department meetings and have the opportunity to network with our community partners. This internship is intended to be educational and will provide the needed experience and skills to anyone looking to enter a career in Education Management. The intent is that the intern gains a better understanding of early childhood education programming in a non-profit setting.

Main Knowledge Objectives *(This is a list of what the intern can expect to learn)*

- Leadership skills
- Training development and implementation
- Program development and facilitation
- Curriculum writing for exhibit-based educational challenges
- Social Media and Communication skills
- Operations for managing a Summer Camp program in a non-profit setting

Qualification/Requirements:

- Organized and dependable, with high attention to detail
- Positive, fun-loving attitude, and a desire to learn new skills
- Program planning experience is a plus
- Possess skills at initiating innovative ideas, unifying team members, and judging correctly what will appeal to target audiences
- Working knowledge of Microsoft Office Suite and Facebook
- Excellent writing, editing, and communication skills with a great understanding of English grammar and language
- Play writing/script writing experience is preferred but not required
- Must have high energy, a sense of humor and playful spirit
- Ability to work well as part of a team
- Performs well in environment that values creativity, flexibility, enthusiasm, and adaptability
- Experience working with children
- Prefer challenges that involve communication, are people-oriented, promote socializing, and include roles that call for imagination

Education Requirements:

- College/University Junior or Senior working towards a degree in Education, Child Development, or Theater. Graduate students may also apply.

Physical Requirements:

- Must be able to sit for extended periods of time in front of a computer. Must be able to stand for extended periods of time on the floor for up to 8 hours and must have excellent communication skills (i.e., communicate clearly and effectively in both written and spoken English). Must be able to see well and able to read fine print. Must be able to lift boxes weighing up to 25 pounds - maintaining the museum and interacting with guests requires standing, walking, kneeling, crawling, and playing, stooping, bending and crawling as well as carrying and/or lifting materials.

To apply, please go to <http://childrensmuseumofphoenix.org/>, click on the "About Us" and then the "Job Opportunities" pages. Download the internship application and send with resume to the following:

Marisa Camarillo
Volunteer and Community Relations Coordinator
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