



GREEN BAY  
**BOTANICAL GARDEN**  
POSITION DESCRIPTION

## **EDUCATION INTERN**

### **POSITION SUMMARY:**

We are looking for an enthusiastic, detail-oriented student who is actively pursuing in a degree in education, horticulture, environmental science or related field. Ideal candidates will be resourceful, innovative and have a passion for their work and engaging with others. Primarily the intern will work with Education staff to develop, promote and implement adult and children's educational activities, as well as conduct research for future programs. The summer intern will also plan and facilitate our weekly Wednesday evening Children's Discovery Station. We offer one internship during the spring (February-May) and fall (September-December) for 10-15 hours a week, with a \$500 stipend upon successful completion. We offer one paid internship during the summer (May-August) for 35-40 hours per week. Internship hours normally fall during business hours, Monday – Friday, with occasional evenings and weekends hours based up the program schedule

### **POSITION RESPONSIBILITIES:**

1. Contribute to the planning and execution of educational programs (adult, family and school), including programs for our upcoming Nature Connects® with Lego Bricks exhibit.
2. Implement adult classes, including set up, check in, clean up and record keeping.
3. Assist with scheduled school tours, outreach programs, day care tours and children's day camps.
4. Assist with family classes including preschool programs, gardening activities and craft classes.
5. Attend education programs and events as requested.
6. Fulfill administrative duties as assigned by the supervisor and other duties as requested.
7. Support Garden office staff as needed (including Special Events, Marketing and Guest Services)
8. Summer only – develop and execute an educational drop in program every Wednesday evening, June – August.

### **EDUCATION, EXPERIENCE AND ESSENTIAL FUNCTIONS:**

1. Second year or higher student seeking degree in horticulture, education, environmental science or related field.
2. Previous office experience preferred with basic computer skills, and working knowledge of Microsoft Office and/or other database programs
3. Excellent written, verbal and interpersonal communications skills with a sincere desire to serve the public.
4. Complete tasks demonstrating attention to detail, accuracy and thoroughness.
5. Self-motivated with ability to work independently.
6. Flexible in working hours and environment, as many events are held outdoors and evenings are required.
7. Physically able to stand, kneel or walk for extended periods of time, lift up to 20 lbs. and work outside in all types of weather conditions.
8. Dependable, reliable and team player.
9. Experience working within a non-profit environment and/or using community resources is a plus

### **TO APPLY:**

Email completed application with supporting documentation to Linda Gustke at [lgustke@gbbg.org](mailto:lgustke@gbbg.org) by:  
Spring – December 1; Summer – March 1; Fall – May 1