



Position Description

Title: Education Intern
Department: Education
Reports to: Education Manager
Status: Non-Exempt/Seasonal
Hours: Fall/Spring: 10-15 hours; Summer: 30-40 hours
Date: January 2021

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 the public. 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 weekly education drop-in programs.

We offer one internship during the spring (February-May) and fall (September-December) for 10-15 hours per week and one internship during the summer (May-August) for 30-40 hours per week, paid hourly. Internship hours include weekdays, evenings and weekends based on the program schedule.

Core Competencies & Essential Functions

1. Contribute to the planning and execution of educational programs (adult, family and school), including programs for our upcoming [Washed Ashore](#) exhibit, at the Garden May 8 – September 26.
2. Assist with scheduled children's day camps, childcare tours and outreach programs.
3. Assist with family drop-in activities, including maintaining discovery boxes and the indoor children's area.
4. Attend education programs and events as requested.
5. Facilitate adult classes, including set up, check in, clean up and record keeping.
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 educational drop in programs:
 - a. Wednesdays: Discovery Stations, activities about various nature themes
 - b. Thursday evenings: Seeds to Snacks, garden snacks to sample with information about fruits/vegetables

Qualifications, Skills & Physical Requirements

1. Second year or higher student seeking degree in education, horticulture, environmental science or related field.
2. Previous office experience preferred with basic computer skills, and working knowledge of Microsoft Office.

3. Excellent written, verbal and interpersonal communications skills with a sincere desire to serve the public and ability to lead programs.
4. Complete tasks demonstrating attention to detail, accuracy and thoroughness.
5. Self-motivated with the 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, team player.
9. Experience working within a non-profit environment and/or using community resources is a plus.

Standard Work Perks

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event
- Upon completion of internship, receive a 1-year membership or 4 tickets to WPS Garden of Lights

Apply

Email completed application with supporting documentation to Linda Gustke at lgustke@gbbg.org
by: Spring – February 1; Summer – March 8; Fall – May 1

Equal Opportunity Employer

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

Our Mission

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.