



## Position Description

**Title:** Education Intern  
**Reports to:** Director of Education & Guest Experience  
**Status:** Non-Exempt/Seasonal  
**Hours:** Late May-August: 30-40 hours, including evenings and occasional weekend

### Position Summary

**Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden.** We are looking for an enthusiastic, detail-oriented student who is actively pursuing in a degree in education, horticulture, environmental science, or related field, or candidates with relevant experience. Ideal candidates will be resourceful, innovative, and have a passion for their work and engaging with the public. The intern will plan and facilitate weekly education drop-in programs, as well work with Education staff to develop, promote, and implement adult and children's educational activities, as well as conduct research for future programs.

### Core Competencies & Essential Functions

1. Develop and execute summer educational drop in programs, including the Thursday evening program, Seeds to Snacks, where you'll prepare garden snacks to sample with information about fruits/vegetables.
2. Contribute to the planning and execution of educational programs (adult, family, and school), including programs for our [Washed Ashore](#) exhibit, at the Garden May – September 2025.
3. Assist with scheduled children's day camps, childcare tours, and outreach programs.
4. Assist with family drop-in activities, including maintaining discovery boxes and the indoor children's area.
5. Facilitate adult classes, including set up, check in, clean up, and record keeping.
6. Attend education programs and events as requested.
7. Fulfill administrative duties as assigned by the supervisor and other duties as requested.
8. Support other Garden departments as needed (including Special Events, Marketing, and Guest Experience).

### Qualifications, Skills & Physical Requirements

1. Pursing degree in education, horticulture, environmental science, or related field; prefer a minimum second year student or person with relevant experience.
2. Previous office experience preferred with basic computer skills, and working knowledge of Microsoft Office and Teams.
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. Experience working within a non-profit environment and/or using community resources is a plus.
9. Gardening knowledge a plus.
10. Dependable, reliable and a team player.

### **Standard Work Perks**

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

- Free family-level membership.
- 15% discount at the WPS Trellis Gift Shop.
- 50% off room rentals for a private event, subject to availability.

### **Apply**

[Complete the Employment Application](#) on our website and submit your cover letter and resume by Friday, February 28, 2025.

### **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.

Updated January 2025