



POSITION DESCRIPTION

Interpretive Education Intern

Position Title:	Interpretive Education Intern
Employment Classification:	Part Time
Reports to:	Education Manager
Department:	Education
Salary:	Unpaid Internship

JOB SUMMARY

Support the Living Coast Discovery Center Education Department through interpretive education, guest experience, educational programs and assistance in the Interpretive Research Study. Duties include engaging guests in hands-on learning activities, educating guests about the local animal and plant species as well as wetland ecosystems, assisting in the design, implementation, and running of educational school and guest experience programs, and guiding guests at learning stations around the center. Some clerical work may be included, such as filing, data entry, research and more.

DUTIES AND KEY RESPONSIBILITIES

- Preparation of materials for upcoming education and guest experience programs
- Assisting in the setup, cleanup and running of programs onsite and offsite
- Educating guests on the floor of the Galleria about local species and ecosystems
- Participating in the Interpretive Research Study by running a hands-on learning activity
- Research of materials and activities for future interpretive programs
- Some clerical work such as filing, data entry, and development of curriculum

PREFERRED QUALIFICATIONS AND SKILLS

- Experience working with children ages 4 – 18 years of age
- Demonstrated use of computer applications, including but not limited to:
 - Microsoft® Office: Word, Excel, PowerPoint
- Must be enrolled in college level courses
- Comfort working with animals ranging from reptiles, to ocean animals, to birds of prey
- Interest in the fields of Education, Interpretive Education and/or Environmental Studies

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

This position will include both indoor and outdoor activities, as well as some office work. Physical requirements include standing, walking, sitting, typing, bending and lifting up to approximately 20 lbs. Person must be comfortable talking to guests and answering questions to the best of his/her ability.

Please submit cover letter, resume and availability to Amanda@thelivingcoast.org