

---

## Education & Recreation Internship

---

**Reports to:** Education Coordinator & Science Educator  
**Department:** Education

### **JOB SUMMARY**

This position facilitates the proficient operation of the Edison & Ford Winter Estates Education Department by performing the following functions: data base entry, telephone, e-mail, fax, filing correspondence, forms, work orders, and involvement with students and parents. Excellent communications skills, must like working with people, team player. Ability to work self-directed on various aspects of the position and report activities regularly to Education Coordinator and Science Educator.

### **ESSENTIAL JOB RESPONSIBILITIES**

- Excellent computer skills to include Microsoft Office and basic data entry experience
- Experience with computer network - internet, websites and e-mail
- Support the Education Coordinator in Estates educational programming including summer camp, home school programs, adult education, environmental education and special children's programming and classes; specifically by answering phones, registration of classes, provide attendance lists to front office
- Assist in creation and distribution of Estates educational materials
- Attend trade shows and community partner meetings
- Ability to work a regular schedule
- Complete a daily log/diary of work accomplished
- Assist Marketing and Education Departments as needed
- Performs other duties as assigned

### **MINIMUM REQUIREMENTS**

- Must be a student at an accredited four year college or university with degree emphasis in Education or Hospitality Management
- Able to operate basic office equipment safely and efficiently

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Occasionally required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk and hear
- The intern must occasionally lift or move up to 20 pounds
- Contact with internal and external customer, vendors, outside agencies and the general public
- Occasionally exposed to adverse weather conditions, including wet and or humid conditions

By signing below, the intern acknowledges receipt of this job description:

Signature \_\_\_\_\_

Date \_\_\_\_\_