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## Summer Camp Education Intern

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### **JOB SUMMARY**

This position reports to the Education Manager and will work with the Summer Camp Instructors, and Edison Science Presenter. Majority of work will involve assisting in summer camp with some assignments to visiting student groups. Requires enrollment in a degree program from accredited college or University. Excellent communication skills, must like working with all ages, a team player, ability to work self-directed on various aspects of the position and report activity regularly to Education Manager.

### **ESSENTIAL JOB RESPONSIBILITIES**

- Ability to work with children in an educational environment and promote history, science and the arts.
- Assist preparation of pre-written curriculum, activities and experiments that are distributed to parents.
- Support Education Department with other camp group tours and workshops who visit the Edison Ford. This includes facilitating hands-on activities for student groups at the conclusion of the tour and greeting the group upon their arrival to the site.
- Responsible to maintain a clean classroom environment.
- Attend trade shows and community partner events as needed to distribute promotional materials
- Responsible to assist Education Manager with registration of summer camp attendees.
- Responsible to send graduation packet that includes letter from the Edison Ford, graduation certificate, program survey, return envelope and other current Edison Ford marketing materials.
- Perform other duties as assigned.

### **ESSENTIAL JOB SKILLS**

- Excellent computer skills with Microsoft Office programs and ability to use video and digital camera equipment and computer programming
- Ability to effectively manage the classroom at a high level
- Ability to work effectively in a team
- Strong communications skills both verbal and written

### **SUPERVISORY RESPONSIBILITIES**

Although this job has no direct supervisory responsibilities, this position will work closely with junior counselors who assist with administrative duties within the department as well as assisting in the classroom during camps and other educational programming and events. As such this person must be able to develop an excellent work relationship with this diverse group.

### **MINIMUM REQUIREMENTS**

- Enrolled in bachelor's degree from four year college or university.
- Demonstrated ability to establish and maintain effective working relationships.
- Must be able to work evenings and weekends

## 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, or crawl; talk or hear.
- The employee must occasionally lift and/or move up to 20 pounds.
- Contact with internal and external customers, vendors, outside agencies and the general public.
- Occasionally exposed to adverse weather conditions, including wet and/or humid conditions.
- Must work weekends and evenings

Date Prepared/Revised \_\_\_\_\_

By signing below, the employee acknowledges receipt of this job description \_\_\_\_\_

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**TO APPLY E-MAIL LETTER OF INTEREST & RESUME TO:**

[employment@edisonfordwinterstates.org](mailto:employment@edisonfordwinterstates.org)

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