



## **OLBRICH BOTANICAL SOCIETY (OBS)**

December 2018

**JOB TITLE:** Early Childhood Education Intern

**Reports to:** Youth & Family Programs Manager

**Employee Status:** Intern – Part-time, Limited-Term Employment; Hourly

**Purpose:** The position of Early Childhood Education Intern fulfills the Olbrich Botanical Gardens (OBG) vision of being a locally treasured and globally renowned source of beauty and education celebrating the importance of plants in a sustainable world. The Early Childhood Education Intern aids the Youth and Family Programs staff in the implementation of plant-based or environmentally focused educational programs for toddlers & their parents, teachers, and other caregivers.

### **General Responsibilities**

- **Direct Instruction** – Assist in the facilitation of family programs (ages 2-11 years), primarily the *Toddler Story and Stroll* and *Little Sprouts Gardening* early childhood programs (ages 2-5 years).
- **Volunteer Management** – Assist in the supervision of Youth and Family Programs education volunteers, per assigned program.
- **Internal Collaboration** – Able to build productive and cohesive relationships with colleagues, Olbrich membership, and volunteers.
- **General Office Duties** – Administrative tasks; prepare, maintain and organize education materials, such as teaching aids, education supplies, and resource files; assist with planning for future classes and programs.
- **General Garden Maintenance** – Assist in watering, weeding, and planting Olbrich's Children's Kitchen Garden as needed.
- **Perform Related Work as Assigned.**

### **Direct Responsibilities**

- **Implement the *Toddler Story & Stroll* and *Little Sprouts Gardening* early childhood programs** – The Early Childhood Education Intern will coordinate supplies, lesson plans, and class preparation for the early childhood programs, set up/take down class materials with the help of volunteers, assist with program facilitation with direction from staff, and facilitate clean up and storage of class materials.

Classes include a story, a stroll through the outdoor gardens, indoor conservatory, or Children's Kitchen Garden, and theme-related activities. Classes begin with "circle time" where young children and their caregivers listen to a story and engage in a finger play or other activity, and then families explore various hands-on learning stations at their own pace.

- **Assist with additional Youth & Family Programs** – Intern will assist with preparation, implementation, and take down for other youth and family programs as requested.

### **Essential Functions**

- Enrollment in an accredited college or university, or graduated from an accredited college or university in the past 6 months. An education-related course of study or degree is preferred but not required.
- Working knowledge of child development, theories of learning, and teaching modalities
- Teaching skills; effectively engage audiences of all ages in meaningful learning experiences, provide instruction in an age-appropriate manner, efficiently manage large groups of children, and work professionally with participating teachers, adult caregivers, and volunteers

- Strong interpersonal skills; adept in communication, attentive listening, and presentation skills
- Displays emotional intelligence, personal integrity, positive demeanor, and self-awareness
- Demonstrates professionalism; ability to interact with public, families, staff, volunteers, and partners; competently represent Olbrich Botanical Gardens
- Good leadership skills; experience leading people to accomplish specific goals
- Demonstrate strong decision making and time management skills; ability to prioritize work and meet deadlines while juggling multiple tasks and projects, while responding to day-to-day demands
- Commitment to teamwork and exemplary standards and services across all levels of the organization for our patrons and partners
- Working knowledge of informal education and professional practices and standards
- Personal interest in teaching and appreciation for plants and the natural world
- Enthusiasm for education, teaching, and sharing the wonders of plants with people of all ages
- Ability and willingness to submit personal information for a criminal background check, as well as the ability to successfully pass a criminal background check

#### **Qualifications**

- Acquired within the last 6 months or be working towards a Bachelor's degree in environmental education, natural sciences, botany, horticulture or related field, or a Bachelor's degree in education with a minor in the sciences.
- Experience working with young children (ages 2-5 years) and families.
- Ability to fulfill the Essential Functions listed above.

**Time Commitment:** This is a part-time, limited-term employment; hourly (approximately 10-15 hours per week) intern position during mid-June through mid-August. The work schedule is variable and program dependent. Most programs occur Tuesday-Friday mornings, with a few additional programs occurring Saturday mornings.

**Compensation:** \$10 per hour. Position does not offer health insurance, investment options, or paid personal time.

**Olbrich Botanical Society is an equal opportunity employer.**

**To Apply:** No telephone inquiries, please. Submit cover letter, resume, post-secondary transcripts (unofficial is acceptable), and internship application (electronic format preferred) to:

Kim North, Youth and Family Programs Manager  
[knorth@cityofmadison.com](mailto:knorth@cityofmadison.com)

Olbrich Botanical Gardens  
 3330 Atwood Avenue  
 Madison, WI 53704  
 FAX: 608-246-4719

**DEADLINE: February 25, 2018**

#### **Application Materials**

[Application Form](#) (PDF)  
[Application Form](#) (Word Document)