



OLBRICH BOTANICAL SOCIETY (OBS)

December 2018

JOB TITLE: Education Intern

Reports to: Youth & Family Programs Manager

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

Purpose: The position of 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 Education Intern aids the Youth and Family Programs staff in the implementation of plant-based or environmentally focused educational programs for children & their parents, teachers, and other caregivers.

General Responsibilities

- **Direct Instruction** – Assist in the facilitation of family programs (ages 2-11 years), primarily the *Little Sprouts Gardening* classes (ages 2-5 years) and family classes (ages 5-11).
- **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 *Little Sprouts Gardening* classes** – The Education Intern will coordinate supplies, lesson plans, and class preparation for Little Sprouts Gardening classes, 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 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. Then families explore various hands-on learning stations at their own pace. Classes take place outdoors in the Children's Kitchen Garden where participants water plants, plant seeds, dig in the soil, harvest fruits and vegetables, and explore the garden as part of the learning experience.

- **Assist with additional Youth & Family Programs** – Intern will assist with preparation, implementation, and take down for other youth and family programs as requested.
- **Assist with education department projects** – Intern will assist with projects assigned based on intern's interests and departmental needs.

Essential Functions

- Interest in garden-based learning, child development, theories of learning and interpretation, and teaching modalities
- Interest in effective engagement of audiences of all ages in meaningful learning experiences, providing instruction in an age-appropriate manner, efficiently managing large groups of children, and working 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 non-formal 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

- Must have *one* of the following:
 - Acquired within the last 6 months or be working towards an undergraduate degree from a 2-year or 4-year institution (includes community colleges, tribal colleges, etc.) in education, environmental education, natural sciences, botany, horticulture or related field
 - Have completed one or more years of relevant work experience
- Experience working with young children and families.
- Have enthusiasm, independence, and strong work ethic
- Ability to fulfill the Essential Functions listed above.

Time Commitment: This is a part-time, limited-term employment; hourly (approximately 15 hours per week) intern position during June through 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, and internship application to:

Kim North, Youth and Family Programs Manager
knorth@cityofmadison.com

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

DEADLINE: February 15, 2019

Application Materials

Resume

Cover Letter

[Application Form](#) (PDF)

[Application Form](#) (Word Document)

Updated: December 2018