



**Position Title:** Summer Camp and Education Intern

**Department:** Guest Experiences/Education

**Required Commitment Period:** May 10<sup>th</sup> – July 31<sup>st</sup>

**Days/Hours:** 20 hours, Monday-Friday, 8:00 am – 5:00 pm, depending on schedule

**Application Deadline:** April 1<sup>st</sup>, 2021

### **General Overview**

This position is intended to assist the Education Department with a variety of tasks depending on projects and on-going departmental needs. This position will expose the intern to all aspects of museum education including: research, curriculum development, and education facilitation. As well as, this internship provides college students the opportunity to work with seasoned museum educators on a variety of subjects to experience many different methods of teaching history to children.

### **Key Responsibilities**

- Interns will assist the counselors in teaching and supervising groups of up to 30 campers during weeklong, full day summer history camps. A typical day's lesson plan includes a gallery or grounds tour, craft projects, indoor or outdoor games and activities, experience with touchable artifacts, and journal writing.
- Interns will assist the counselors with student and classroom management, instruction, preparation for the day's activities, lunches/snacks, and additional tasks as assigned.
- Interns will interact with camp parents on a daily basis and provide front line customer service.
- Interns will perform administrative duties under the direction of the Summer Camp Managers.
- Interns will also perform research to support camp operations and should expect to lead at least one activity a week.
- Assist in supporting the reintroduction of educational public programs.
- Assist in supporting the educational Outreach offerings such as history travel trunks, Characters in the Classroom presentations, and Poetry Out Loud.
- Assist with basic department organization and other duties as assigned by supervisors.

### **Desired Skills and Competencies**

- The ideal candidate is pursuing a degree in English, Creative Writing, Journalism, Education, Theatre, History, or other related field, and has experience working with elementary, middle school, and high school aged children.
- Candidates should enjoy working closely with children, and have the ability to provide positive, constructive criticism and encouragement.
- Candidates should be flexible and comfortable working in a fast-paced environment.
- Candidates should be able to work and complete tasks under a deadline.
- Creativity, patience, flexibility, a sense of fun, and eagerness to learn are necessities.
- Good customer service skills are important.

- Strong research abilities, written and oral communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook
- Strong organizational skills: the ability to multi-task, to communicate affectively and to work independently, and to maintain focus and problem solve are desired.
- Sensitivity to cultural and artistic diversity.
- Candidates should be comfortable to lift 30 pounds over head.

**TO APPLY:** Interested applicants may submit their resume and cover letter to Volunteer Services at [volunteerservices@atlantahistorycenter.com](mailto:volunteerservices@atlantahistorycenter.com) . No phone calls please. This is a non-paid internship.