



Position Title: Summer Camp Intern

Department: Education

Required Commitment Period: Summer Session: Five-day schedule, 10-20 hours weekly, 120 hours total

Start/End Dates: May 5th—June 30th, 2023

Application Deadline: April 15th, 2023

General Description

This position is intended to assist the Education Department with a variety of tasks including Summer Camp. This internship will expose you to all aspects of museum education including research, curriculum development, and education facilitation. 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 can work a maximum of 20 hours per week. The shift hours during camp are: 9:00am to 1:00pm, and 12:00pm to 4:00pm, Monday through Friday, in person.
- Interns will assist the counselors in teaching and supervising groups up to 30 campers all week long, full day summer history camps. A typical day's lesson plans include a gallery or grounds tour, crafts 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 assigned.
- Interns will interact with camp parents daily and provide front line customer service.
- Interns will perform administrative duties under the direction of the Summer Camp Managers.
- Assist with basic department organization and other duties as assigned by supervisors

Desired Skills and Competencies

- Proficient in Microsoft Programs
- Flexible and comfortable working in a fast-paced environment; complete tasks under a deadline
- Strong organizational skills: to communicate affectively and to work independently

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