

Education Summer Internship Position Description

Individuals interested in this position are required to send cover letter, resume and three references to:

Ann Hiltunen, Education Coordinator
Gardens of the Fox Cities
1313 E. Witzke Blvd.
Appleton, WI 54912
ahiltunen@gardensfoxcities.org

Time Commitment:

- Hours: 8-40 hours weekly (negotiable)
- Length of service: (early June-late Aug; 12 week minimum)
- Compensation: unpaid, CPR/First Aid training; if you choose attend adult education courses offered at The Gardens at free of charge

Responsibilities:

- Assist education staff in coordinating, preparing and leading summer youth programs (ages 2-12)
- Must attend CPR/First Aid training in early summer (date TBD)
- Ensure safety of summer youth while participating in programs at GOFC
- Teach and develop at least one 3 hour hands-on summer nature program
- Lead story hour activities to a variety of youth audiences (age 2-12)
- Write newsletter article as needed
- Supervise youth volunteers (ages 12+)
- Adult education: assist the educator with set up, introduce speakers collect evaluations

Requirements:

- Must be at least 18 years of age
- Commitment, reliability and flexibility
- A cheerful, positive and open attitude
- Experience working with children
- Knowledge and enthusiasm for horticulture/gardening and environmental issues
- Agree to a background check
- General computer skills

Opportunities:

- Gain experience in a highly successful hands-on gardening/nature study program
- Learn about the amazing world of plants within the acres of outdoor gardens filled with flowers
- Gain insight on environmental, ecological and horticultural issues
- Gain valuable program development experience
- Receive Adult/Child/and Infant CPR and Standard First Aid Certifications
- Gain experience working and leading volunteers

About us:

The Gardens of the Fox Cities is an independent, not-for-profit organization dedicated to horticultural and environmental education and awareness. It offers adult education classes as well as Marvin's Gardens and Summer Safaris to enhance the education of children. The Gardens of the Fox Cities is supported solely through private donations from local businesses, foundations, and individuals.