

Summer Internship Proposal – Education Assistant

Internship Description

The Garden of the Gods Visitor and Nature Center is located right across the street from one of the most visited parks in the nation: Garden of the Gods. We at the Visitor Center exist to support the Garden of the Gods, and our guiding mission is to provide public education and a continuous stream of revenue for the Garden of the Gods Park. To date, the Garden of the Gods Visitor & Nature Center, through the Garden of the Gods Foundation, has donated over \$5.3 million dollars to the Garden of the Gods Park. As the Education Assistant, you will be assisting our Education Specialist with providing educational and wellness programming to the guests of the Garden of the Gods Park. Additionally, you will be trained in some of our existing programs to be able to provide them independently. Under the supervision of the Education Specialist, you will also design and provide a program of your own making for the public. Working at the Visitor and Nature Center will provide you with experiences with working with children, working with the general public, public speaking skills, and program development skills. This internship will provide a well-rounded experience for students interested in non-profit educational programming and outdoor recreation. Interns will be well-supervised and participate in a meaningful learning experience. Upon completion of the internship, students will be evaluated through a written review by the internship supervisor. This is an unpaid internship.

Internship Responsibilities

- Learn assigned park programming through mentorship
- Provide park programming independently
- Design an educational program of your choosing, then provide it to the public
- Run touch tables as informal programming
- Work both indoors and outdoors
- Comfortable engaging colleagues, guests, and partners in a professional manner and in a business professional setting. Effective at relationship building and good interpersonal skills.

Internship Required Experience

- High School Degree
- Can Pass a Background Check
- Desire to engage with the community
- Passion for outdoor education

Internship Recommended Experience

- Working towards a degree in Education, Parks and Recreation, or Environmental Science
- Great time management skills
- Fantastic organizational and leadership skills.
- Great eye for detail.
- Excellent communication and interpersonal skills.
- This environment is dynamic and can shift quickly. Our ideal candidate must be solutions-focused and solve problems to meet the demands of multiple, concurrent requests while promoting a positive, team-supporting attitude.

Benefits of Internship

- Get to work indoors and outdoors at one of the most iconic parks in Colorado
- Experience working with children
- Experience working with the general public

- Gain knowledge on local environments through geology, ecology, and history
- Gain skills in public speaking, program development, and outdoor education
- Gain connections with our partners for future development

Job Status

- Full- or Part-Time: This position is part-time in nature. An individual in this position will regularly work a schedule consisting of 24 hours per week.
- Work Location: This position's primary work site is located in Colorado Springs, CO. The nature and responsibilities of this position are such that it is not eligible for alternative worksite arrangements, such as working from home or telecommuting, on a consistent or recurring basis.
- Work Schedule: Sunday through Tuesday. The usual business hours are from 9:00 A.M. to 5:00 P.M. Labor Day through Memorial Day, and between 9:00 A.M. to 6:00 P.M. throughout the summer season, Memorial Day through Labor Day. However, due to the nature of Visitor Center programming, this position will require a flexible work schedule to include some Saturday or evening programming and facilitation. The nature and responsibilities of this position are such that it is not eligible for flexible work scheduling, such as 4-day work week or alternate start/end times, on a consistent or recurring basis. At times, weekend and evening events may occur and need your support.
- This is an unpaid internship.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Individuals in this position will generally work indoors and outdoors. Necessary office furnishings, equipment and supplies will be provided by the Visitor Center. While performing the duties of this job, the employee may periodically be required to work outdoors and would be exposed to weather conditions prevalent at the time. The employee may periodically be required to work in an offsite environment or at special events. The noise level in the work environment is usually moderate. Individuals in this position work in a public-facing environment daily.

IF YOU ARE INTERESTED IN APPLYING OR HAVE ANY QUESTIONS, PLEASE SEND A COVER LETTER AND RESUME TO mbideau@gardenofgods.com