INTERNSHIP DESCRIPTION

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

**Reports to:** Education Programs Manager

**Summary:** Camp Program interns will take part in all aspects of the summer camp program, including participating in daily program administration, assisting with the creation of programming, and aiding in evaluation of the camp program.

**Duties and Responsibilities:** Typical tasks may include any or all of the following:

1. Assist in administering summer camp program.
2. Assist with designing new programming.
3. Observation and evaluation of camp programs.
4. Communicate with Education Programs Manager regularly to insure goals and objectives are being met within the allocated timeframe.
5. Other duties as assigned.

**Working Conditions:** Strong communication skills. Visual acuity required. Attention to detail. Sufficient mobility and stamina required to spend long periods of time participating in a variety of youth programs. Variable environmental conditions, both indoors and outdoors. Must follow Universal Protection Precautions and Bloodborne Pathogens Guidelines. Possible occupational exposure (Category C employee) to human bloodborne pathogens.

**Experience:** Youth leadership skills. Ability to communicate ideas verbally and in writing. Ability to work independently. Organizational skills required. Computer and word processing abilities required.

**Education:** University programs such as Science, Environmental Education or Recreation preferred.

**Term:** Upon placement, student will be required to complete 20 hours per week for a twelve-week period.

**Evaluation:** Upon placement, there may be a follow-up meeting with the Office of Volunteer Services to discuss the progress of the internship at four weeks. There will be an exit interview upon completion of the internship for final evaluation.

The Indianapolis Zoo reserves the right to rescind an offer at any time for any reason prior to the start date. The internship relationship may be amended by the Office of Volunteer Services at any time.

**Contact:** Michele Schilten, Director of Education