

THE TERRE HAUTE CHILDREN'S MUSEUM

Internship Description

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| Job Title: | <i>Summer Program Coordinator Internship</i> |
| Supervisor: | <i>Director of Education and Summer Programs Manager</i> |
| Department: | <i>Education</i> |
| Classification: | <i>Hourly 30-35 hours/week</i> |
| Term: | <i>May 15 - Aug 13, 2024; Weekdays and 1 Saturday per month Optional May 13-17 and Aug 14-20, 2023 Weekday afternoons</i> |

Primary Job Responsibilities

- Plan and implement logistical and recreational aspects of programs for children PreK-6th grades.
- Co-teach Summer Science Camp, hands-on STEM activities in the exhibits, and outreach events to fairs, festivals.
- Work in a leadership team with responsibilities to lead and supervise one aspect of summer programs.
- Create a safe and engaging atmosphere for students.
- Conduct appropriate behavior management of students.
- Serve as contact between parents and students.
- Must be available Monday-Friday, and occasional Saturdays.
- Transport staff and materials to programs off-site in your own vehicle.
- Journal about STEM communication and your activities to reflect on the experience.
- Participate in Deming Early Learning Center After-School Care program if available May 13-17 and August 14-20. from 2-6 p.m.
- Other duties as assigned.

Required Experience

- 1-3 years of youth work with students PreK-6th grades.
- Planning and implementing programs in an educational or recreational setting.
- Knowledge of science, math, and /or engineering is a plus.

Skills

- Possess a warm, friendly, patient, positive attitude with plenty of energy.
- Proficient understanding of STEM and must be comfortable teaching these principles to children PreK-6th grades.
- Team leadership and supervisory skills.
- Able to work around children and adults of different ethnic and social backgrounds.
- Able to think on your feet and adjust to unexpected occurrences in a timely and professional manner.
- Conduct self in a professional and respectful manner around parents, students, and staff.
- Proficient use of Microsoft Word, Excel and PowerPoint.
- Strong organizational skills for programming and administration.
- Eager to expand knowledge about subject matter and how to engage children in learning.
- Able to lift 30 lbs.

Send resume and cover letter to rhenry@thchildrensmuseum.com.