



Job Title: Early Childhood Program Intern

Role: Part time paid position, 25-30 hours per week, June - August 2024

Start Date: Flexible start date (mid May - early June). Must begin by June 3, 2024

Bookworm Gardens seeks a team-oriented, energetic, and enthusiastic **Early Childhood Program Intern** who will thrive in a fast-paced environment and who is well-suited to working collaboratively with a small staff. If you have a passion for nature-based learning and children's literature, enjoy interacting with a wide range of community members (**especially children including learners age 3-11**), and are motivated by creative brainstorming, this is the job for you! The Early Childhood Program Intern reports to the School and Youth Programs Manager, works hand-in-hand with the Early Childhood Education Coordinator and closely with the education team. This position assists with the implementation of the Garden's educational programming; specifically focusing on helping to plan and teach the **Summer Camp Program** and managing the **Youth Internship Program** (for high school students). The Intern will work collaboratively with staff to create a holistic curriculum for the Gardens and nurture an innovative environment relating to our mission: "to inspire the love of books and nature in the young and young at heart."

Roles and Responsibilities:

- Assist with the planning and implementation of Bookworm's Summer Camp Program. This includes 7 weeks of immersive, nature-based camps for ages 3 to 11.
- Assist with purchasing supplies for programming (such as placing online orders, shopping for items, and being responsible for the department's credit card)
- Assist in the development and support of creative curricula appropriate to several age levels and abilities for use in educational programs
- Oversee the weekly Youth (High School) Interns that assist at each week's Summer Camp.
- Assist with various programs for youth, family, school and community groups
- Maintain a safe, fun, and educational experience for attendees and maintain optimal communication with interns, parents, and other staff members.

Additional Information

- **Manager:** School + Youth Programs Manager / **Manages:** Youth Interns
 - Will be working with Early Childhood Education Coordinator during camp where position will be working with ages 3 - high school
- **FLSA Salary Classification:** Part-time paid (25-30 hours per week) \$10/hr.
- **Credit:** students may arrange academic credit through their school

- **Availability:** 25-30 hours per week June - August (10 - 12 weeks total), mostly mornings (roughly 8 am - 2 pm), with occasional weekend hours
- **Qualifications:** currently obtaining or have completed a degree in Elementary Education, Environmental Education, Museum Education or related field
- **Physical Requirements and Work Environment:** The position requires the ability to stand for long periods of time, sit, reach, stoop, kneel, crouch, crawl, talk to large groups and lift and carry weight up to 50 lbs. It also requires work in all outdoor weather conditions.
- **Work Perk:** Employees will receive 40% discount in the Nature Gift Shop

Our Mission

To inspire the love of books and nature in the young and young at heart

Our Vision

The premier destination providing whimsical garden experiences by bringing children's literature to life

Apply: To be considered for an internship, please submit a resume and cover letter to info@bookwormgardens.org Cover letter should include what skills, abilities, and experiences the candidate brings to the position, and how the internship relates to the candidate's long term goals. Applications accepted on a rolling basis and associates are hired as needed.

Bookworm Gardens is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.