

## **School Programs Internship**

### **Volunteer Position (10-15 hours per week)**

#### **POSITION SUMMARY:**

Reporting to the staff of the Student Education team within the Department of Teacher and Student Engagement, the School Programs Interns are responsible for assisting in the facilitation of [onsite](#) experiences for students and occasional [virtual](#) programs. Duties will include supporting in the design and assessment of activities and curriculum for grades prek-8. The overarching vision for the Teacher and Student Engagement group is that K-12 educators facilitate meaningful, co-constructed science experiences such that students are motivated and able to apply sustainable solutions to their lives.

The training program provides an in-depth, hands-on experience for people interested in pursuing a career in informal education. The internship is individualized to meet the needs and interests of each intern. Interns participating in the program will learn teaching techniques, gain an understanding of how to communicate with students of varying ages and backgrounds, and participate in the behind-the-scenes organization and projects. This internship is open to anyone who fits the qualifications below. We can also work with interns who are seeking academic credit, or need a project-based experience to fulfill a graduation requirement.

#### **ESSENTIAL DUTIES and RESPONSIBILITIES**

- Assist education staff in teaching, assessing and developing onsite field trip activities in the museum's onsite classrooms
- Prepare and maintain supplies, educational materials, classrooms and work spaces
- Organize and refine digital assets, such as images, slides, and video
- Assist in the behind-the-scenes organization of outreach efforts
- Creating curricular materials aligned with the Next Generation Science Standards
- Actively participate in staff meetings, trainings and programmatic evaluation
- Serve as chat moderator and/or facilitate interactions within multi-classroom distance learning programs
- Provide administrative support as needed
- Follow all Academy safety regulations
- Other duties as required

#### **QUALIFICATIONS**

To perform this volunteer position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION and/or EXPERIENCE**

- Background in museum studies, natural sciences or education
- Some experience in informal science education or a formal classroom preferred

#### **KNOWLEDGE, SKILLS and ABILITIES**

- Superb attention to detail, organizational and time management skills
- Excellent interpersonal and communication skills
- Openness to new ideas and flexibility to constantly tweak programs

- Basic knowledge of natural history and life sciences
- Working knowledge of Microsoft Office computer programs
- Strong public speaking skills
- Interest in non-traditional learning environments and informal learning strategies
- Willingness to learn and strong desire to support the Academy's mission

**LANGUAGE SKILLS**

Ability to speak effectively before groups or individuals. Proficiency in Spanish, Cantonese, or Mandarin is desirable, but not required.

**SCHEDULING REQUIREMENTS**

This training program is of a fixed length, but can be modified to include the optimal hours or project-based focus needed for academic credit. Applicants must be available at least two weekdays per week (Monday-Thursday) from 8:30am- 2:00pm during the school year from end of August– December and/or January – May. Participation is encouraged at occasional group trainings.

**PHYSICAL DEMANDS and WORK ENVIRONMENT**

While performing the duties of this position, the volunteer is frequently required to talk, hear and tolerate high levels of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**TO APPLY:**

For details about this specific volunteer position, contact [educatorintraining@calacademy.org](mailto:educatorintraining@calacademy.org).