



JOB TITLE: Early Childhood Learning Intern
DEPARTMENT: Learning & Engagement
REPORTS TO: Early Childhood Coordinator
and Learning Team Manager
SALARY LEVEL: Unpaid
SALARY TYPE: Non-Exempt, Part-Time, Temporary
TIMING: May 13 – August 23 (15 weeks, flexible start)

JOB SUMMARY:

This position will assist the Learning Team staff in planning, coordinating and conducting a variety of early childhood programs, focusing on but not limited to the Whirligigs Preschool Program, Polliwogs Kindergarten Program, Chickadees Nature Play Group and summer camps focusing on children ages 3-8. This internship is designed for students to gain practical knowledge and experience in early childhood environmental education programming in a non-formal setting. While performing the essential functions of this position, the individual has regular contact with employees at all levels as well as contact with aquarium visitors and program participants.

As part of this internship, the individual will be responsible for developing activities for specific classes (to be outlined at the beginning of the internship). The individual will also be asked to prepare 2 full lesson plans for classes at the end of season and assist in the development of a new summer camp for children ages 3-5.

The intern must be available for a minimum of 20 hours per week, with potential for up to 40 hours per week.

ESSENTIAL FUNCTIONS:

- Represent Great Lakes Aquarium positively.
- Assist in the development and implementation of weekly classes for children ages 3-6.
- Assist in the implementation of 3 summer camps for children ages 3-8.
- Assist with classroom management and child supervision.
- Teach Great Lakes Aquarium classes to field trip groups.
- Refine teaching skills under the direction of the Early Childhood Coordinator through teaching observations and mentoring.
- Prepare classroom space, materials and any additional resources needed for classes.
- Assist in the development of marketing materials and registration for early childhood classes.
- Complete assignments and research projects as required for course credit.
- Complete any other related tasks as assigned by the Early Childhood Coordinator or Learning Team Manager.

SKILLS REQUIRED:

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

Individual must have working knowledge of PCs and software applications including Microsoft Word and the internet. Must have excellent written and verbal communication skills. In addition, the individual must have ability to work in a team environment or individually with minimal to moderate supervision. A background check (performed by Great Lakes Aquarium Staff) is required for an individual working in this position.

EDUCATION and/or EXPERIENCE:

The applicant should be a college student, having accomplished at least four semesters of college, with coursework focusing on Education, Environmental Education, Natural Resources or related field. Active experience with children in at least two age groups is required. Some experience in informal education as well as public speaking is preferred. Infant/Child/Adult CPR and First Aid certifications are also preferred.

PHYSICAL REQUIREMENTS and/or WORK ENVIRONMENT:

The physical demands and work environment 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 will occasionally be required to work in an outdoor setting, which may include exposure to inclement weather. Typically the intern will be located in our classrooms, on the aquarium floor, and in an office environment. Individual is regularly required talk and hear. The noise level in the work environment is quiet to moderate.

To apply:

Please submit a completed cover letter and resume including two references. If for credit, please provide university requirements.

Great Lakes Aquarium
Early Childhood Coordinator
Re: Internship Application
353 Harbor Drive
Duluth, MN 55802

Questions? Contact Mandi Wojciehowski at 218-740-2070 or email mwojciehowski@glaquarium.org subject line: Internship Application.