

TITLE: History & Education Internship

RESPONSIBLE TO: Program Director



OVERVIEW:

Under the supervision of the Program Director with assistance from the Michigan History Center, the History & Education Intern's responsibilities are:

- Research of Woldumar's Historical Moon Family Cabin with development and implementation of programming and cataloging and preservation of artifacts.
- Lead history-themed lessons for K-8 students participating in field trips, summer school, or summer camp.
- Plan and facilitate community and volunteer projects for individuals and groups.
- Catalog and inventory artifacts, artifact research and preservation, exhibit planning and development, offsite and onsite records review, and electronic and onsite records preservation.

HOURS:

Up to 40hrs/week. Hours and responsibilities will vary depending on intern's availability and program schedule. Individual schedule and work plan will be established at the onset of the internship. Some weekends and evenings will be required.

RESPONSIBILITIES MAY INCLUDE:

1. Supervise and instruct groups of preK-adult learners in an outdoor setting.
2. Provide care for students in compliance with state law and Woldumar policies.
3. Maintain and care for educational and historical materials.
4. Plan, promote, and facilitate historical education activities both on and off-site.
5. Assist with site clean-up following each activity.
6. Assist in identifying cabin stewardship, history projects, and volunteer needs.
7. Catalog and inventory artifacts, artifact research and preservation, exhibit planning and development.
8. Offsite and onsite records review and electronic and onsite records preservation.
9. Maintain a positive working relationship with all co-workers, students, teachers, volunteers, parents, and visitors.
10. Be prepared and on time for scheduled work hours, programs, and meetings.
11. Work with the center's staff on all program-related grounds and facilities needs.
12. Uphold the personnel policies and procedures of Woldumar Nature Center and Michigan History Center. Represent the organizations in a positive and professional manner at all times. Adhere to WNC and MHC code of conduct and dress code during working hours.
13. Assist with other duties related to Woldumar's mission as assigned.

DESIRED QUALIFICATIONS & SKILLS:

1. Must be at least 18 years of age and able to pass a comprehensive background check.
2. Ability to develop and implement lesson plans in historical environmental and outdoor education.
3. Experience working with and/or supervising young people preferably in outdoor and group settings.
4. Background course work or interest in archives, museum studies, public history, science, natural history, education, interpretation, outdoor education or other related fields.
5. Possess a strong dedication to the history of the natural world, and to the education, personal development and care of young people in a diverse and inclusive community.
6. Physical ability to work outdoors, lead hikes on rough terrain in all weather conditions, and provide first aid/CPR if trained. Able to lift a minimum of 30 pounds.
7. Strong written and verbal communication skills.
8. Computer competency in Google Apps, records and research review.
9. Responsible, flexible, innovative, friendly, dedicated to environmental education, and must be able to work independently.

ORIENTATION AND TRAINING:

1. On-the-job training and orientation will be provided on-site by staff.
2. Opportunities for professional development.

This is an unpaid internship and required to be for undergraduate or graduate credit. Openings summer semester.

Interested candidates should submit their cover letter, resume, and reference list (min 3) to Daniel Auer at programs@woldumar.org