



INTERNSHIP CHILDREN'S EDUCATION

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| Manager: | Kelly Riley | | |
| Department: | Children's Education | Job Category: | Category |
| Location: | Henrico, VA | Travel Required: | No |
| Level/Salary Range: | Unpaid | Exempt/Non-exempt: | Non-exempt |
| Contact: | kellyr@lewisginter.org | Position Type: | Seasonal |
| Date Posted: | December 19, 2019 | Posting Expires: | Until Filled |

Garden Overview

Lewis Ginter Botanical Garden was founded in 1984 as a community oriented, non-profit garden. After 33 years of rapid growth, the Garden now encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. In 2016 we welcomed, taught, energized, and engaged over 450,000 guests with stunning botanical displays, inspiring exhibitions, entertaining activities, and over 900 formal and informal education offerings. We embarked on new and promising community engagement initiatives through the Beautiful RVA movement. We updated the strategic plan and completed our new master site plan. Our 100 full- and part-time staff joined with 650 volunteers and 13,700 member households to live into the Garden's mission to connect people through plants to improve communities.

We accomplish our mission through a broad variety of mission related activities and auxiliary business services. We try to pattern ourselves on extraordinary programs and institutions nationwide, and where there are no examples, we intend to lead. We aspire to be a Garden that is representative in every way of the diverse community we serve

Job Description

The Children's Education Team at Lewis Ginter Botanical Garden is seeking a creative and enthusiastic intern to assist with outdoor, nature-based programs for preschool through high school aged children of all abilities. In addition to teaching and supervising program participants, typical daily duties include: program check-in and check-out, orientation, program materials and garden maintenance, preparing snacks, and set-up and break-down each day. The intern will gain valuable informal education experience and natural history knowledge while learning group management techniques in an outdoor setting.

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
804.262.9887
lewisginter.org

Responsibilities

Work closely with Educators to:

- Implement nature-based activities, crafts, story time, and games; adapt activities based on the needs of the participants, the weather, and available spaces
- Facilitate group management, especially during times of transition (snack, bathroom breaks, check-in and check-out)
- Act as a mentor that thoughtfully engages participants interests and encourages inquiry
- Model positive and respectful interactions with plants, animals, and other people in the Garden
- Set-up and break-down of indoor and outdoor education areas
- Provide a safe and respectful learning environment
- Other duties as assigned

Skills and Abilities

- Must be able to work a flexible schedule including some weekends
- Experience working with children, preferably in an informal education setting
- An interest in education, natural sciences, environmental science, science education, outdoor recreation, and/or the natural world
- Excellent organizational skills
- Ability to communicate effectively, especially with children and young adults
- Strong team orientation with a flexible and positive attitude
- Ability to work outdoors in various weather conditions; able to bend, squat, kneel, run and keep up with young children
- Ability to pass a background check

Education and Experience

- Course work in Early Childhood Education, Elementary Education, Outdoor Education, Natural Sciences, Environmental Science or related fields
- Other combinations of education/experience appropriate to the internship will be considered

Each Employee of Lewis Ginter

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions
- Must perform all duties in a manner consistent with a public garden serving multigenerational families, and in accordance with directed practices and procedures
- Must be aware of surroundings, and vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property and ensures all concerns are reported promptly
- Must report all mishaps, injuries and incidents immediately and ultimately in writing to supervisor(s) and to the Executive Director
- Must ensure compliance with all applicable federal and state laws and regulations
- Must perform other duties as assigned by supervisor

Physical Demands/Working Conditions

- Must be able to walk the Garden's Campus in most weather conditions daily
- Must be able to lift objects up to 25lbs repeatedly

Please submit cover letter and resume to Kelly Riley, Children's Education Manager at kellyr@lewisginter.org