

MINNESOTA CHILDREN'S MUSEUM
Intern Position Description

Assignment Title: Education Programs – Museum Classes
Department: Education
Supervisor Title: Child & Educator Development Manager
Classification: Intern, Temporary, Part-time (10-20 hours per week for 10-12 weeks)

Institutional Mission

Sparking children's learning through play.

Position Summary

This position is responsible for assisting the Education Services Department by providing instructor support during museum classes and special programming, engaging students and chaperones in activities in order to increase the children's learning and enjoyment, and provide administrative support.

Major Job Accountabilities

This is an estimate of the duties to be included in the internship. The exact duties and projects will be determined by mutual agreement of the intern and Museum staff. All duties will be carried out with the direction and supervision of Volunteer Services staff.

% of Time

- 50% Administrative Tasks
- Prep materials for activities/ classes
 - Data entry
 - Project of interest- working on internship goals
- 25% Facilitate Museum Classes
- Interact with, engage, and instruct children in activities.
 - Set-up and take down classes
 - Provide support to chaperones and children and encourage participation.
- 25% Facilitate Special Programming
- Family Nights – register and greet visitors

Knowledge, Skills and Abilities Required

1. Enjoy working with children or desire to work with children and adults.
2. Knowledge of or experience with techniques for engaging children in activities.
3. Ability to communicate effectively and appropriately, particularly in articulating process and direction, answering questions, and offering words of encouragement to young visitors
4. Computer and word processing skills.
5. Strong organizational skills.
6. A fun and playful attitude and demeanor.

Training Provided

1. Museum background and philosophy, including intern orientation.
2. Visitor Interaction Training.

To Apply:

*Send resume and cover letter to: 10 W 7th Street, St. Paul, MN 55102 or fax (651) 225-6006.

*Fill out online application and retrieve 2 reference forms (to be sent to address above) at

www.mcm.org/volunteering.shtml.