

**Minnesota Children’s Museum
Internship Position Description**

Position Title: Education Programs – Activity Facilitator
Department: Daily Programs
Supervisor Title: Daily Programs Coordinator
Classification: Intern, Temporary, Part-time (9-12 hours per week, 10-12 weeks)

Institutional Mission

Sparking children’s learning through play!

Position Summary

The Education Programs – Activity Facilitator Intern is responsible for facilitating a variety of regularly scheduled educational programs and activities for Museum visitors. Programs include classroom art activities, sensory programs and interactive gallery activities.

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 Daily Programs staff.

% of Time

- 80% Facilitate Daily Programs independently and provide exceptional customer service to Museum visitors. Programs include but are not limited to: art programs, sensory programs, and gallery activities. Facilitation also includes program set up and clean up.
- 10% Observe programs and document observations. Utilize forms to record data about programs, visitors and staff facilitators.
- 5% Prepare materials and gather supplies for upcoming activities.
- 5% Other duties as assigned. This may include but is not limited to attending additional training sessions and meetings as directed.

Knowledge, Skills and Abilities Required

1. Minimum of 6 months of experience working with children under age eight and/or formal education in early childhood development. Previous customer service experience is a plus.
2. Ability to organize time and work independently.
3. Ability to follow directions and effectively complete tasks.
4. Ability to work in a fast-paced, high-energy setting.
5. Ability to deliver high quality customer service for children and adults.
6. Ability to be flexible and adapt programs as needed.

Training Provided

1. Intern Orientation
2. Play Training
3. Program/Assignment specific training