



# The Nature Museum

## Job Description

**TITLE: Seasonal Intern**

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**SUMMARY:** The Nature Museum is located in Southern Vermont and opens the door to New England's natural world for all ages to explore and learn. Using a combination of our museum exhibits, hands-on materials, and outdoor spaces, we strive to bring rich experiences to our visitors. Seasonal Interns help deliver these rich experiences and serve as educators for The Nature Museum's camps, family programming, and summer school programming. Seasonal interns will also assist in guest services duties like taking admissions, leading museum tours, and maintaining exhibits.

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**REPORTS TO:** Education Coordinator

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**UPDATED:** March 25, 2012

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### SEASONAL INTERN DUTIES:

- Teach environmental education concepts for the Museum's preschool camps.
- Assist in all aspects of developing, designing, and leading Museum programs.
- Teach environmental education concepts to elementary students in a summer school setting.
- Maintain excellent rapport and communication with all Museum visitors.
- Assist in the maintenance of the Museum's exhibits.
- Staff the Museum's admissions desk.
- Assist in designing and building new exhibits.

### ORGANIZATIONAL RESPONSIBILITIES:

- Participate in all staff training sessions.
- Attend staff meetings and participate in organization functions as required.
- Develop and maintain a regular schedule of communication with the Education Coordinator.

### QUALIFICATIONS:

- Experience as an informal science educator.
- Experience developing curriculum.
- Excellent organizational and communication skills.
- Dynamic approach to environmental education.
- Ability to work well independently and as part of a team.
- Flexibility and willingness to adapt to and facilitate change.
- Excellent teaching (adults and children) and public speaking skills.
- General knowledge of New England natural history (or willingness and initiative to learn).
- Ability to lead field trips over diverse terrain in all weather conditions.
- Passionate about education and the mission of The Nature Museum.
- Ability to carry bulky, heavy teaching equipment (up to 40 lbs).
- General computer literacy including ability to use Microsoft Office programs.

- Current drivers' license and clean driving record.
- Must be at least 18 years old.

**COMPENSATION AND WORK SCHEDULE:**

- Pay for this full-time, seasonal position is a stipend of \$200-\$250 every two weeks plus housing in Grafton, Vermont with other seasonal staff. No overtime pay or benefits available for seasonal employees. Regular work week is 40 hours per week, Friday through Tuesday with some exceptions based on particular program offerings. Term of employment is May 21 through August 24 (some flexibility for appropriate candidates). Work day schedule will vary.

**TO APPLY:**

Send resume, cover letter and contact information for three references to:

The Nature Museum  
Attn: Education Coordinator  
PO Box 38  
Grafton, VT 05146  
or [beth@nature-museum.org](mailto:beth@nature-museum.org)



# The Nature Museum

## Job Description

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**TITLE: Watershed Visitor Center Intern**

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**SUMMARY:** The Nature Museum is located in Southern Vermont and opens the door to New England's natural world for all ages to explore and learn. Using a combination of our museum exhibits, hands-on materials, and outdoor spaces, we strive to bring rich experiences to our visitors.

One of the museum's commitments is the promotion and exploration of the Connecticut River Watershed. As we begin to develop a closer tie with the river, the Museum has partnered with TransCanada Corporation's hydroelectric facility in Bellows Falls, VT, to create onsite education for the Fish Ladder at the Watershed Visitors Center. This internship is designed for someone who wants to manage the educational facets of a visitor center through exhibitry and programming. The intern is charged with engaging and enhancing a visitor's experience at the Fish Ladder by creating exhibits and interactive displays and activities. In addition to exhibit design, the internship will include organizing and promoting public programs both in the field and at the center.

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**REPORTS TO:** Education Coordinator

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**UPDATED:** March 25, 2012

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### **WATERSHED VISITOR CENTER INTERN DUTIES:**

- Teach environmental education concepts to a variety of audiences.
- Assist in all aspects of developing, designing, and leading Fish Ladder programs.
- Maintain excellent rapport and communication with all Visitor Center guests.
- Assist in the maintenance of Fish Ladder exhibits.
- Staff the Watershed Visitors Center admissions desk.
- Assist in designing and building new exhibits.

### **ORGANIZATIONAL RESPONSIBILITIES:**

- Participate in all staff training sessions.
- Attend staff meetings and participate in organization functions as required.
- Develop and maintain a regular schedule of communication with the Education Coordinator.

### **QUALIFICATIONS:**

- Experience as an informal science educator.
- Experience developing curriculum.
- Excellent organizational and communication skills.
- Comfortable working independently
- Dynamic approach to environmental education.
- Flexibility and willingness to adapt to and facilitate change.
- Excellent teaching (adults and children) and public speaking skills.

- General knowledge of New England natural history and watershed ecology (or willingness and initiative to learn).
- Ability to lead field trips over diverse terrain in all weather conditions.
- Passionate about education and the mission of The Nature Museum.
- Ability to carry bulky, heavy teaching equipment (up to 40 lbs).
- General computer literacy including ability to use Microsoft Office programs.
- Current drivers' license and clean driving record.
- Must be at least 18 years old.

**COMPENSATION AND WORK SCHEDULE:**

- Pay for this part-time, seasonal position is a stipend of \$450.00-\$550 every two weeks. No overtime pay or benefits are available for seasonal employees. Regular work week is 28 hours per week, Thursday through Sunday with some exceptions based on particular program offerings. Term of employment is May 21 through September 7 (some flexibility for appropriate candidates). Work day schedule will vary.

**TO APPLY:**

Send resume, cover letter and contact information for three references to:

The Nature Museum  
Attn: Education Coordinator  
PO Box 38  
Grafton, VT 05146  
or [beth@nature-museum.org](mailto:beth@nature-museum.org)