

Posting Date: December 9, 2019
Position Title: Community Programs Intern (summer 2020)
Organization: Scott Family Amazeum
Department: Education
Address: 1009 Museum Way, Bentonville, AR 72712
Supervisor Name: Ashlee Bailey
Supervisor Contact: abailey@amazeum.org



TERMS OF EMPLOYMENT

- A. Background Checks: Candidates will be required to pass a criminal background screening
- B. Eligibility: Be currently enrolled undergraduate student who will be returning to college as a full time (12 credit hours) sophomore, junior or senior in the fall of 2020 - must submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.
- C. Work Schedule & Conditions
 - a. Internship, full-time, temporary, seasonal
 - b. full time (35-40 hours per week) position
 - c. This position will receive all legally mandated benefits but is ineligible for Amazeum benefit programs including leave programs
 - d. Able to stand, walk, and interact with children and adults for extended periods of time
 - e. Able to lift up to 20 lbs. overhead regularly and occasionally 40 lbs.
 - f. Valid driver's license, current auto insurance, and reliable personal transportation required
 - g. Work is performed in an environment with moderate to excessive noise
- D. Benefits
 - a. Salary: The individual shall receive a \$3,200 salary distributed bi-monthly in equal amounts for the duration of employment
 - b. Professional Development: The United Way of Northwest Arkansas will provide an in-person orientation and three professional development opportunities to the employee
- E. Evaluations: The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

SCOTT FAMILY AMAZEUM OVERVIEW

The Scott Family Amazeum is a hands-on, interactive museum in Northwest Arkansas that creates a fun environment where risk taking, imagining, problem

solving, discovery, collaboration, and exploration bring children and adults together to learn and grow. The mission of the Amazeum is:

“To engage the imagination of children and their families through interactive exhibits, programs, and resources while creating an excitement for lifelong learning and the enrichment of lives.”

Through experiences with the Amazeum, individuals and the community are engaged in building relationships and developing identities as creative, curious, and innovative shapers for the region. Hands-on learning opportunities and inquiry-based discovery allow guests to exercise critical thinking and take risks in the context of play.

The Amazeum facility includes approximately 50,000 square feet of indoor space and one acre of outdoor exhibition and activity space. The exhibits and programs are multidisciplinary – based on STEAM (science, technology, engineering, arts, and mathematics) concepts– to further formal educational goals in a high-quality informal learning environment. The museum is located at the intersection of Museum Way and J Street in Bentonville, AR.

RESPONSIBILITIES

A. Position Purpose

The Education Department of the Amazeum is seeking an intern for its offsite programs who is enthusiastic about promoting Creativity, Curiosity, and Community. Working closely with the Educational Programs Manager, the Community Programs Intern will activate experiences in local libraries as part of the Summer Reading Program and lead summer camps in offsite location throughout Northwest Arkansas. Programming at the Amazeum provides hands-on, STEAM-focused fun for students ages 3-17.

The Community Programs Intern will work closely with the various teen communities in Northwest Arkansas to gain more insight on their interests, experiences, and wishes for the community around the focus on STEAM and Maker opportunities. Through listening sessions and/or meetups and benchmarking other organizations, the Community Programs Intern will create a portfolio of recommendations for future involvement with teens.

As a key representative of the Amazeum to the public, the Community Programs Intern will also work as part of a team to provide excellent customer service, ensure a safe and hygienic space, and help evaluate and improve Amazeum programming.

B. Duties

- a. Teaching & Facilitation
 - Provide supporting facilitation at library programs and summer camps
 - Respond knowledgeably to questions and follows curriculum for programs
 - Help monitor and adjust the content and execution of activities to improve the quality and experience for the children
 - Assist educators with redirection techniques for children
 - Ensure a safe and hygienic space; reset learning spaces
- b. Curriculum & Activity Development
 - Assist with keeping activities in alignment with Amazeum's guiding principles
 - Assist Programs Educators, Educational Programs Manager or Camp Coordinator with organizing and preparing materials for use in camps or libraries
- d. Project Development
 - Working closely with the Educational Programs Manager, identify and research diverse teen communities in Northwest Arkansas
 - Benchmark other organizations teen programs
 - Schedule listening sessions with teens
 - Develop a portfolio of recommendations for future teen involvement with the Amazeum
- e. General Duties
 - The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Amazeum reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

C. Community Impact

- a. Removing some barriers to communities in Northwest Arkansas by activating Amazeum experiences in their communities
- b. Inspiring campers and library patrons to be curious about STEAM (Science, Technology, Engineering, Art and Math)
- c. Boost campers, ages 6-14, interest to seek out other opportunities in STEAM areas
- d. Create a learning environment for children to develop soft skills, like problem solving, collaboration, and communication. The intern will

model these skills and work directly with the children to practice these skills.

- e. Modeling the importance of play through activities and experiments
- f. Through modeling and leadership, the intern will help children build a better understanding for STEAM concepts so they can continue exploring ideas at home or school.
- g. Conduct research to better understand the scope of opportunities available in NWA for teens

Qualifications

A. Education and Work Experience

- a. High school diploma or GED; required
- b. Full time undergraduate student
- c. 1 year teaching experience in a museum or non traditional setting is preferred
- d. Basic understanding of STEAM disciplines
- e. Minimum age of 18 years at time of hire

B. Technical Skills

- a. Strong verbal communication skills with emphasis on public speaking and presenting information to diverse audiences in an engaging and compelling fashion
- b. Ability to organize time effectively and manage multiple tasks simultaneously
- c. Strong attention to detail
- d. Strong teaching and facilitation skills adaptable to developmental levels and different learning styles
- e. Preference will be given to applicants with bilingual ability; conversational Spanish is a plus

C. Learning Inclinations

- a. Proven ability to work within a team environment
- b. Familiarity with inquiry and constructivist-based educational pedagogies
- c. Strategic thinker and able to problem solve effectively under pressure
- d. Understand the subtleties of non-verbal cues and the ability to respond to campers appropriately

D. Attitudinal Qualifications

- a. Demonstrate curiosity and passion for learning, with an excitement for new challenges
- b. Energetic, dependable, and personable; enjoy working with children and adults

- c. Excellent team player with positive attitude
- d. Comfortable being silly and playful; fun-spirited
- e. Highly respectful in speech, actions, and demeanor
- f. Commitment to the Amazeum's mission

LEARNING OBJECTIVES

A. Career Development

- a. Utilize their understanding of education practices and management to facilitate and teach camp curriculum and create specialized instruction for individual campers
- b. Access to a myriad of educational tools to enhance learning and development when creating curriculum
- c. Child development observations and facilitation
- d. Valuable networking opportunities with local organizations serving teens in Northwest Arkansas


B. Skill Development

- a. Enhance the intern's communication skills when speaking to a variety of stakeholders (i.e. campers, parents, Amazeum Team, etc.)
- b. Develop observation skills when working as part of a team and individually with children
- c. Organizational skills needed to design and implement an educational program
- d. Learn to adapt set curriculum to a child's individual learning style
- e. Strengthen interpersonal skills by cultivating relationships with area organizations
- f. Hone researching and presenting skills

C. Personal Growth and Development

- a. Improve critical thinking skills in an ever-changing, fast-paced environment
- b. Increase confidence when working with children and the public
- c. Gain experience facilitating in an informal learning environment where the campers explorations and interests lead the direction of camp each day
- d. Practice patience when working with a diverse group of people

SIGNATURE

	Ashlee Bailey
Employee Name	Supervisor Name
	
Employee Signature	Supervisor Signature

	December 2019
Signature Date	Signature Date