

Posting Date: October 28, 2020
Position Title: Early Childhood Intern (Summer 2021)
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 2021 - 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 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
 - h. Current requirements to address the spread of COVID-19
 - i. Face coverings are required while interacting with guests and working in common areas.
 - ii. Team is maintaining their 6 ft distance between guests and other team members.
 - iii. Team is expected to complete a daily symptom checker to monitor potential COVID-19 symptoms
- 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 interns who are enthusiastic about promoting Creativity, Curiosity, and Community. Reporting to the Educational Programs Manager and working closely with the Early Learner Educator team, Early Childhood Intern will teach and facilitate curriculum and activities that focus on impacting families with children ages 6 and younger through a variety of program types.

As key representatives of the Amazeum to the public, the Early Childhood Intern will also work as a team to provide excellent customer service, ensure a safe and hygienic space, and help evaluate and improve summer camps.

B. Duties

a. Teaching & Facilitation

- Provide supporting facilitation for early childhood programs, such as Partners in Play and Zing into Kindergarten camp

- Respond knowledgeably to questions and follows curriculum for programs
 - Help monitor and adjust the content and execution of program activities to improve the quality and experience for the early learners and their families
 - Assist with keeping activities and environment of the Studio Grow and learning spaces in alignment with Amazeum's guiding principles
- c. Materials & Equipment Management
- Ensure a safe and hygienic space; reset early learner spaces
 - Assist Early Learner Educators with organizing and preparing materials for use in programs
- d. Project Development
- Provide an additional time of Partners in Play programming on Wednesday evenings during Priceless Night
 - Create resources, such as videos, written guide, etc, geared towards families with children ages 6 and younger that demonstrate the value of play
 - Work with Educational Programs Manager to develop content for parents around play and brain development
- 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. Inspiring families to be curious about STEAM (Science, Technology, Engineering, Art and Math)
- b. Modeling the importance of play through activities
- c. Through modeling and leadership, the intern will help build a better understand for STEAM concepts for families so they can take continue to be curious and explore ideas at home
- d. Provide access for early learner programs to families by removing the financial barrier and offering a time for families who are not unable to visit during the day

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 early childhood development
- 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. Interns will utilize their understanding of education practices and management to facilitate and teach early childhood curriculum and create specialized instruction for individual from diverse backgrounds and learning abilities

- b. Interns will have access to a myriad of educational tools to enhance learning and development of early childhood education
- c. Interns will have the opportunity to enhance their skills through professional development resources available at the Amazeum


B. Skill Development

- a. Develop a deeper understanding of developmental levels of children ages 0-6 and apply that knowledge to real world learning opportunities
- b. Develop myriad of effective facilitation skills strategies to engage with children ages 0-6 and their play partners
- c. Interns will hone their communication skills when speaking to a variety of stakeholders (i.e. campers, parents, guests, Amazeum Team, etc.)
- d. Develop observation skills when working as part of a team and individually with children
- e. Organizational skills needed to design and implement an educational program

C. Personal Growth and Development

- a. Interns will improve critical thinking skills in an ever-changing, fast-paced environment
- b. Interns will have increased confidence when working with children and the public
- c. Gain experience facilitating in an informal learning environment
- d. Interns will be able to practice patience when working with a diverse group of people

SIGNATURE

	Ashlee Bailey
Employee Name	Supervisor Name
	
Employee Signature	Supervisor Signature
	October 23, 2020
Signature Date	Signature Date