



Education Intern Position Description

Taltree
arboretum & gardens®

Summary of position: This internship is designed to provide the opportunity to learn various components of public gardens education. A background in ecology and/or horticulture is beneficial. Working with Taltree staff, intern will participate in adult and youth education programming. Skills in program development and organization, teaching, outreach, and teamwork will be developed. Candidates must pay for their own travel, housing, and subsistence during the period of the internship. An interest in ecology and/or horticulture is beneficial.

Reports To: Education Specialist

Supervises: Volunteers

Contacts: Staff, volunteers, public

Essential Responsibilities:

- Work with education department in program development and implementation.
- Assist with summer camps and programs.
- Assist with environmental education interpretive plan.
- Promote Taltree education programs at off-site events.
- Data entry and electronic filing for education.

Education: Current undergraduate and graduate students studying education with an interest in horticulture, ecology, or other related fields.

Experience: Working with youth in education a plus

Licensure: Must have and maintain a valid driver's license

Knowledge/Skills/Abilities:

- Knowledge of basic education protocol.
- Competency with Microsoft Word and Excel.
- Love of the outdoors and sharing knowledge with others.

Experience gained:

- Organize and run summer camps.
- Lead youth hikes.
- Writing articles for education purposes.
- Promotion of education programs.
- Education program development.

How to apply: Send resume, cover letter, and letter of recommendation from your internship advisor to humanresources@taltree.org. Include the position that you are applying for in the subject line. Applications without necessary information will not be considered.