**Education Department Internship – S.E.E.D. Camp Intern**

This position is eligible for school credit. Candidates must work with their advisor/school to ensure that this experience will provide school credit for them. FWBG|BRIT is willing to complete any paperwork required by the school.

- **Duration:** May 31 to July 15, 2022 (excluding the week of July 4th)
- **Hours per week:** 24-35 (~200 total)
- **Stipend:** $2000
- **Application Deadline:** April 10, 2022
- **Reports to:** Anna SoRelle, Innovative Learning Manager for Special Programs

**The Botanical Research Institute of Texas (BRIT):**
The Botanical Research Institute of Texas is a nonprofit, international research and education organization that collects and safeguards plant specimens, studies and protects living plants, and teaches about the importance of conservation and biodiversity to the world.

**The Fort Worth Botanic Garden (FWBG):**
The Fort Worth Botanic Garden is the oldest major garden in the state of Texas and is listed in the National Register of Historic Places. This living museum is in the heart of the Fort Worth Cultural District and is known for its historic Rose Garden, Fuller Garden, and Japanese Garden.

**Primary Goals of Internship:**
This internship within the education department of FWBG|BRIT will focus on supporting S.E.E.D. Camp staff in the facilitation of summer camp procedures and activities for students in PreK-8th grade. Opportunities will also be available for interns to grow their own teaching skills by developing and leading camp activities.

**Internship Summary:**
FWBG|BRIT seeks interested student interns—including those majoring in Education, Child Development, Natural Resource Management, Environmental Science, Biology, Agriculture, or a similar field of study. This is a 6-week internship with an anticipated 25-35 hours of work per week.

This internship will emphasize the implementation of educational programing for the FWBG|BRIT summer camp program, S.E.E.D. Camp in the Garden. The intern will work alongside...
the Innovative Learning Manager for Special Programs and lead facilitators to assist with camp procedures and activities for children in grades PreK-8th Grade.

**Intern duties and responsibilities:**

- Assist with implementation and facilitation for S.E.E.D. Camp programs and activities.
- Assist in other areas of program preparation, clean up, and related tasks as assigned.
- Support and monitor for safety campers in grades PreK-8 in indoor and outdoor games, crafts, and activities.
- Interact with parents and guardians as needed during drop-off and pick-up times.
- Support and interact with other departments such as volunteers, ground staff, research, admission, marketing, membership in related S.E.E.D. Camp activities.
- Keep a weekly log of activities or skills and experience journal.
- Maintain a log of hours; hours logged by interns are counted as part of our organization-wide volunteer hours report.
- Prepare a minimum of one educational product (lesson plan, activity, video, etc.) to be shared publicly and archived with BRIT/FWBG.
- Prepare a minimum of one reflection piece (PowerPoint, blog, video, photo essay) to be shared via social media and/or as presentation for staff.
- Exhibit honesty, integrity, and scholarly excellence in all project-related interactions; represent the ideals and mission of FWBG | BRIT when operating in the community on the organization’s behalf.
- Attend orientation, training classes, debriefs, and other meetings or events as necessary.

**Learning objectives:**

- Grow skills with program implementation, facilitation, and design.
- Work with a variety of program audiences which include a range of ages, income, ethnic background, and ability level.
- Gain experience in public speaking during facilitation and final presentations.
- Develop proficiency in formal and informal education tools, techniques, philosophies, and best practices.
- Understand educational tools and techniques in outdoor learning environments.
- Develop skill in interacting and networking with professional educators, scientists, and students from other universities and backgrounds.
- Understand non-profit organization mission, management, and mindset.

**Skills and background requirements for eligibility:**
- Must be at least 18 years old with a clean record; background checks are done by FWBG|BRIT for all volunteers and interns; interns will be trained for safe interactions around minors.
- Computer literacy skills including spreadsheet creation, presentation creation, email attachments, files/data organization and hierarchy.
- Independent thinking and ability to work both alone and as an assistant.
- Must be comfortable interacting with members of the public, including children ages 4 months to 13 years and their families.

Please fill out application at: [https://fs22.formsite.com/brittxorg/y45grynryrr/index.html](https://fs22.formsite.com/brittxorg/y45grynryrr/index.html)

(includes resume, cover letter, list of courses taken, availability)

**Application Deadline:** April 10, 2022
Internship Description Agreement

Interns will be given verbal feedback throughout the internship as well as written end-of-term evaluations. All student interns are required to create a minimum of one educational product (e.g., activity, lesson plan, Spanish program, etc.) and one project reflection piece (e.g., PowerPoint presentation, an essay, blog post, video, etc.) which will be shared with the public via the FWBG|BRIT websites and social media. Additional contributions beyond these products are encouraged.

Eligible for Internship Credit

This experience is eligible for school credit. Candidates must work with their advisor/school to ensure that this experience will provide school credit for them. FWBG|BRIT is willing to complete any paperwork required by the school.

Schedule

Your weekly schedule, as discussed previously, will be on the following days:

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<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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Supervisor

Anna SoRelle, Innovative Learning Manager for Special Programs

Signatures

The signature below constitutes your understanding of the requirements, essential functions, and duties of this internship.

Printed Name: ____________________________

Signature: ________________________________ Date: _____________________