

SUMMER INTERN

Job Title: Educator Assistant
Location: Providence
Job Type: Non-exempt, hourly, no benefits
Reports To: Director, 15 Minute Field Trips
Salary: \$20.00 hour

Summary of Position:

The Educator Assistant works afternoons with the lead educator assisting with giving out supplies, clean up, helping youth work on projects, and youth safety in the classroom and outside. Weeks of internship range from Mondays through Fridays June 16th through August 22nd, with times ranging from 12 p.m. until 5:30 p.m. Some Saturdays available as well.

Key Responsibilities:

1. Assist with teaching nature-themed art and STEM activities for ages 3-5, 6-12, and teen.
2. Work with animals used in educational programs, including reptiles, amphibians, and arthropods, as necessary.
3. Assist with guided tours, nature walks, and offer interpretation of indoor exhibits.
4. Maintain and organize educational props, specimens, and resources.
5. Provide information and answer questions related to natural history and environmental topics. (Training and info provided.)
6. Stay informed on current environmental and natural history issues.
7. Ensure that program props, specimens, and educational materials are in good condition.
8. Maintain a safe environment for all people, animals, plants, and fungi.
9. Perform other duties as assigned.

Qualifications:

- Ability to work with people of all backgrounds, especially children.
- Comfort teaching both children and adults in educational settings.
- Passion for the environment and openness to new teaching strategies..
- Experience working with animals is a plus.
- Comfortable and willing to work outdoors in varying weather conditions.
- Strong communication and interpersonal skills.
- Ability to work independently as well as part of a team.
- Ability to lift 50 pounds.
- Reliable transportation and a valid driver's license required.
- First Aid and CPR certification.
- Background check required upon hire. (BCI)
- Fluency in Spanish preferred but not required.

Work Environment:

- Work is conducted in both indoor and outdoor environments, including classrooms, libraries, nature trails, parks, and animal habitats.
- Occasional outdoor work in varying weather conditions.
- This is a part-time, summer position. Applicants may be asked to work occasional Saturdays with additional opportunities to work during holidays and vacation weeks.

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How to Apply:

15 Minute Field Trips is committed to creating a diverse, inclusive workplace where all staff, volunteers, and members can thrive. We encourage applicants from all backgrounds, even if they don't meet every qualification listed. We value the unique perspectives and experiences each individual can bring to this role. Passion and a willingness to learn are more important than experience.

Please submit the following as a single PDF attachment:

1. A cover letter explaining your interest in the position, your commitment to protecting nature, and how this role aligns with your career goals.
2. A resume.

Send applications to 15minutefieldtrips@gmail.com with the subject line: "Summer Intern."

15 Minute Field Trips is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, gender, age, national origin, military status, veteran status, disability, sexual orientation, gender identity, genetic information, or any other characteristic protected by law.