



FORT WORTH  
BOTANIC  
GARDEN

## Education Department Spring Internship

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 is willing to complete any paperwork required by the school.

**Duration:** Feb. 20 to April 30, 2024                      Hours per week: 8 (80 total)

**Stipend:** \$1000

**Application Deadline:** January 31, 2024

**Reports to:** Anna SoRelle, Program Manager – Special Programs

### Internship Description:

Internships within the Education department of FWBG include projects related to field trips, family programming, early childhood programming, and public engagement. **This internship will focus primarily on public engagement for the Goats in the Garden project as well as assistance with Butterflies in the Garden field trips and the Eclipse family event.** The Education department seeks interested student interns—including those majoring in Education, Child Development, Natural Resource Management, Environmental Science, Biology, Agriculture, Graphic Design, Instructional Media, Videography, related fields of study, or those broadly interested in education and natural resource conservation—to assist with the tasks associated with these projects. Interns are expected to work an average of 8 hours per week on assigned projects.

### Project Summary:

This internship project will emphasize the development and implementation of public engagement initiatives for Goats in the Garden through social media, videos, public programming, or other educational products. The intern will work alongside the Education team to design the project as well as assist with other programs such as Butterflies in the Garden Field trips and the Eclipse family event.

### Intern duties and responsibilities:

- Design, develop, and implement a completed project focused on Goats in the Garden to be planned by intern and supervisor at start of internship. This project will be shared publicly and archived with FWBG.
- Attend orientation, training classes, and other meetings or events as necessary.



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- Assist with design, implementation, and facilitation for Butterflies in the Garden field trips, Eclipse family day, and other education programs as needed.
- Assist in other areas of program preparation, clean up, and related tasks as assigned.
- Support and interact with other departments such as volunteers, ground staff, research, admission, marketing, membership, etc.
- Maintain a log of hours and keep a weekly journal of activities or skills and experience.
- Prepare 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 when operating in the community on the organization's behalf.

## Learning objectives:

- Acquire skills in educational program design, development, and implementation.
- Build a foundation in formal and informal education tools, techniques, philosophies, and best practices.
- Develop experience in working with diverse audiences including early childhood to adults, families, individuals with disabilities, under resourced communities, etc.
- Increase skill in public speaking during project implementation and final presentation.
- Gain understanding of natural resources management tools and techniques.
- Learn from and network with educators, environmental scientists, marketers, and professionals in other fields.
- Cultivate understanding of non-profit 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 for all interns; interns will be trained for safe interactions around minors.
- Computer literacy skills including spreadsheet creation, presentation development, email attachments, and files/data organization and hierarchy.
- Skills in graphic design and social media are a plus.
- Independent thinking and ability to work both alone and as an assistant.
- Proficiency in Spanish is a bonus but not required.

To apply, visit: [EDU - Internship Application \(formsite.com\)](https://formsite.com)

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