Paid Internship: Education/Day Camp Intern Counselors

Summary:
Share your love of learning and exploration while working with youth in a unique, outdoor, history- and nature-based setting at Living History Farms as a Day Camp Intern Counselor.

Earn valuable work experience, an hourly wage, and 6 hours of history credit, tuition free!
Living History Farms offers a 12-week paid internship in partnership with Graceland University. Credit is granted through Graceland University. Non-Graceland students must transfer credits to their home institution, and are responsible for ensuring that the internship meets their home institution’s requirements.

In addition to earning up to 6 college credit hours and an hourly wage, students also receive:
- Training specific to working with youth in a non-traditional educational setting
- Consistent supervision from the museum’s staff
- Constructive and timely feedback, in a mentoring situation
- Valuable experience working with the public
- A chance to see classroom theories in a real world setting
- A general introduction to working in a non-profit, museum setting
- An overview of the types of careers available in the museum field

This internship is open to all majors, but you must have an interest and aptitude for working with people, especially youth of all ages. All prospective interns must have completed at least one year of college and be classified as a sophomore before the start of the internship.

Job Title: Education/Day Camp Intern
Department: Education
Reports to: Day Camp Manager
Supervises: Junior Counselor high school aged volunteers (1-2 per week of camp)
Schedule:
- May 21-August 15, 2020 (Any time off must be made up after August 15.)
- Generally 8:30am-4:30pm, Monday-Friday
- Required weekends: Saturday, June 27 and Saturday, August 15

Position status and benefits:
- Classified as temporary, part-time hourly, non-exempt, with and hourly wage of $7.25
- Six hours of college credit through Graceland University tuition free
  - In order to receive college credit, the intern must successfully complete all required internship assignments, including a group project
  - Fees associated with tuition paid by Living History Farms
  - Intern must pay for transfer of college transcript to home institution
- Reviews will occur after first 45 days and at completion of the internship

Responsibilities:
- Lead programming weekly for groups of 8-12 camp participants
- Teach crafts, skills, games, and activities that relate to the camp theme
- Work with and supervise 2 high school-aged volunteer junior counselors
• Prepare activity and craft supplies daily, and clean-up after each day’s camps
• Ensure the safety of all youth participating in camp
• Communicate as needed with camp participants’ parents/guardians
• Assist with set-up of day camp locations
• Actively participate in required camp staff meetings
• Read assigned materials, complete assigned papers and projects, and attend academic seminars, in order to successfully complete all requirements for earning academic credit
• Perform appropriate work, primarily outdoors, in a variety of conditions consistent with the historical time period and the day camp activity, and within variations of Iowa’s climate
• Maintain a professional demeanor at all times, including during training sessions, when interacting with museum staff, campers, parents, guardians, and family members
• Assist the camp coordinator with developing, conducting, and evaluating camp activities
• Perform other duties as needed and assigned

Qualifications and Skills:
• Experience working with youth
• Excellent communication (verbal and written) skills
• Demonstrate a willingness to learn and a “can do” mentality
• Approach situations with creative, analytical and problem-solving skills
• Demonstrate exceptional customer service skills
• Enjoy working in a dynamic, fast-paced, team-oriented workplace
• Be comfortable working outdoors in Iowa’s typical summer weather (heat, humidity, rain)
• Be able to perform physical tasks (lift 50 lbs.) with mobility
• Have experience with computer programs, such as Microsoft Office
• Pass a criminal background check

To Apply:
Complete the official application at: https://www.lhf.org/internships/.
You will be asked to upload a resume and provide three references.

Deadline To Apply: Open until filled. Interviews begin in February. Six positions are available.

Questions:
Contact Daniel Jones, Education Director & Internship Coordinator, via e-mail at djones@lhf.org.

General Information:
Living History Farms is an interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and recreate the daily lives of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town.

Living History Farms’ Day Camp program is accredited by the American Camp Association (ACA).

Living History Farms is a Character Counts!(c) organization.