

POSITION: Community Engagement Intern

REPORTS TO: Katie Erickson, SABot Dir. Of Programs

Internship Description

- San Antonio Botanical Garden is currently seeking **Community Engagement Interns**. Interns will assist in developing evaluation tool and protocol development, data collection, facilitating Nature Pledge sign-ups, data entry and analysis.
- Candidates must be able to commit to at least 3-4 days per week between 9 am and 12 pm or 1 – 5pm, 10 hours per week minimum during the spring and fall semesters; 15 hours minimum per week during the summer. The position requires weekend work. Desired, but not necessary, is fluency in Spanish. These are unpaid positions

Essential Duties and Responsibilities

- Design & create evaluative measures of success surveys
- Identify and connect with previous school field trip terrarium program participants
- Conduct and analyze post-visit terrarium ecosystem program evaluations
- Conduct & analyze measures of success surveys and associated data related to fee-based program evaluation
- Conduct and analyze on-site family drop-in program evaluations

Responsibilities:

- Design & create evaluative measures of success surveys
- Identify and connect with previous school field trip terrarium program participants
- Conduct and analyze post-visit terrarium ecosystem program evaluations
- Conduct & analyze measures of success surveys and associated data related to fee-based program evaluation
- Conduct and analyze on-site family drop-in program evaluations
- Complete group or individual intern project.
- Other duties as assigned.

Knowledge, Skills and Abilities Gained for Success:

- Hands-on experience in the development, planning and implementation of program evaluation tools and protocol development
- Ability to cultivate a positive learning environment for all audiences including diverse populations
- Ability to work effectively in a dynamic environment including comfort with changing tasks

Qualifications Required:

- The successful candidates will be skillful in their ability to interact positively with children and adults within the community and at educational institutions.
- Ability to work with diverse visitors, staff, and volunteers is necessary while representing the Garden in a thoughtful, friendly, and positive manner with professionalism and competence.
- Excellent verbal and written communication skills are essential for success in this position.

- A desire to help expand educational programming to various demographics and diverse culture within a botanical setting and an understanding and appreciation of the mission of the Garden is crucial.
- Ability to work collaboratively with a team and work effectively independent of supervision in a dynamic environment.
- Ability to lift 50 lbs., willingness to work independently and in adverse weather conditions, and a valid driver's license are required.

To Apply:

Schedule for Program Internships

Program	Application Deadline	Start Date	End Date	Availability
Spring	January 26	February 5 (Flexible)	May 27 (Flexible)	20 hrs minimum, weekdays and some weekends
Summer	May 28	June 4 (Flexible)	August 26 (Flexible)	20 hrs minimum, weekdays and some weekends
Fall	August 24	September 10 (Flexible)	December 16 (Flexible)	20 hrs minimum, weekdays and some weekends

Please note that these are unpaid internships. Two interns will be accepted each season.

How to Apply: Email a resume and cover letter to Katie Erickson at kerickson@sabot.org. Please, no phone calls.

A criminal history background check is required for all candidates under consideration for San Antonio Botanical Garden positions. The San Antonio Botanical Garden is an Equal Opportunity Employer with a commitment to diversity at all levels. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability or veteran status