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

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

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.