UNITED STATES
BOTANIC GARDEN

High School Internship (Spring)

POSITION: Each semester the Garden hosts several student interns. Applicants will only be considered if they can commit to 75 hours. Length of internship is flexible and may be extended to suit the student's interest or course requirements. Internship positions are unpaid.

PURPOSE: To assist the Garden in connecting our visitors to our living plant collection. Students will gain environmental science teaching skills and knowledge, with a special emphasis on hands-on learning.

DUTIES AND RESPONSIBILITES:

- Learn and facilitate educational modules
- Welcome, assist and interact with participating staff, volunteers, interns and Garden visitors
- Maintain educational modules

POSITION REQUIREMENTS:

- Work well with the public
- Comfortable in a teaching environment
- Able to work outdoors
- Flexible and able to work in a fast-paced environment
- Possess excellent communication and interpersonal skills

Offers are contingent upon successful background check.

HOW TO APPLY: Please submit an electronic **resume** and a **completed application** to Alexandra Torres, alexandra.torres@aoc.gov. For early consideration, applications can be submitted by **December 15, 2018**. All applications for the spring term are due no later than **January 11, 2019**.

Internship Application

APPLICANT NAME: _____

CURRENT GRADE: _____

PERMANENT ADDRESS: _____

_____

TELEPHONE NUMBER: (HOME) _____ (CELL) _____

EMAIL ADDRESS: _____

SCHOOL NAME AND ADDRESS: _____

NAME AND TITLE OF SCHOOL OFFICIAL RESPONSIBLE FOR COORDINATING STUDENT'S SCHEDULE:

_____

TELEPHONE NUMBER: (OFFICE) _____ (CELL) _____

EMAIL ADDRESS: _____

PLEASE PROVIDE THREE REFERENCES (must be non-relatives):

- **NAME**: _____

TELEPHONE NUMBER: _____

RELATIONSHIP: _____

KNOWN HOW LONG: _____

- **NAME:** _____

TELEPHONE NUMBER: _____

RELATIONSHIP: _____

KNOWN HOW LONG: _____

- **NAME:** _____

TELEPHONE NUMBER: _____

RELATIONSHIP: _____

KNOWN HOW LONG: _____

What do you believe you will bring to this program and what do you wish to gain from the experience? (200-500 words)