



Museum Camps Intern Position Description

Department: Community Engagement and Programs – Museum Camps

Job Title: Spring Museum Camps Intern

Pay: unpaid

Purpose: Spring Museum Camps Interns will work at Museum Camps throughout the spring and will assist the Manager of Museum Camps with adapting and writing new curriculum for summer 2024 camps. They will be responsible for writing lesson plans for a variety of subjects from science to natural history. They will also assist in preparing and organizing program materials for the summer.

Dates: Spring; February 1- April 13th, 2024

Location: Cincinnati Museum Center, 1301 Western Ave., Cincinnati, Ohio

Background: Museum Camps offer day camps onsite at Union Terminal and offsite at multiple satellite locations. Museum Camps offer camps during summer with a variety of themes and activities ranging from but not limited to LEGO Engineering, Dino Discovery and STEM based camps. Grade bands range from kindergarten to 6th grade.

Key Responsibilities:

- Write and adapt curriculum for Museum Camps for grades K-8th grade.
- Help write 5 activities that focus on social emotional learning to be implemented in the daily camp schedule.
- Prepare and organize materials and supplies for Museum Camps. Assist on shopping trips for supplies when necessary.
- Other duties as assigned.
- Up to 20 hours a week

Requirements:

- Possess High School Diploma and looking to learn for a future career.
- Experience writing and/or teaching education programs.
- Experience working with children in an informal or formal education setting.

- Must be comfortable with organizing digital files.
- Experience working in day camps is a plus.
- Knowledge of Cincinnati Museum Center is a plus.

Reports To: Emily Bertolo, Manager of Museum Camps

Dress Code: Casual – Business Casual

Age Requirement: Over 18 years old