Responsible To: Senior Manager of Out of School Learning

Task Description: Throughout the school year the Camps, Classes and Sleepover Department offers a variety of fun and educational science programs. Assist in the planning, preparation, and execution of weekend workshops, preschool and homeschool classes, evening sleepovers, and more!

Responsibilities:
• Assist in creating lesson plans and materials for classes and workshops.
• Create and prepare hand-on demonstrations for classroom activities or walk-up tables.
• Organize and clean classroom supplies.
• Assist instructors in carrying out science lessons.

Skills Required:
• Excellent verbal and written communication skills
• Experience working with children
• Background and interest in science, and science education
• Organizational skills
• Self-motivated and independent worker

Skills to be Learned:
• Lesson planning and preparation
• Classroom management methods
• Science demonstration safety practices
• Ability to demonstrate a variety of scientific concepts in the classroom and in informal learning environments

Parameters:
• Interns will not be asked to conduct science activities alone
• Interns will not discipline children
• Interns will not be responsible for administering first aid
• Interns will not be responsible for handling money

Training Methods:
• On the job training with current instructor and coordinators.

Time Frame:
• 120 hours minimum during the semester. Very flexible schedule including week day, weekend, and occasional evening opportunities.

Clearances
• Upon acceptance into the program, all interns are required to provide and pay for background checks and clearances. Act 33 and 34 Clearances are free for interns.
• Interns who have lived in Pennsylvania for at least 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34).
• Interns who have lived in PA for less than 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212
- OR –
VolunteerPrograms@CarnegieScienceCenter.Org