**Carnegie Science Center**  
**Internship Program**  
**Early Childhood Family Experience Investigator**

**Responsible To:** Manager of Early Childhood STEM Initiatives & Point Persons

**Task Description:** Carnegie Science Center is committed to excellence in early childhood STEM engagement. To ensure that children ages 0 – 6 and their caregivers are having the best possible experience in our spaces, especially Little Learner Clubhouse, the Early Childhood Experience Investigator will plan and pilot a series of space-specific activations and early learner programs for families with young children.

**Responsibilities:**
- Research best practices for early childhood STEM family engagement in informal education spaces.
- Observe how visiting families utilize resources and exhibits in Little Learner Clubhouse.
- Based on family observations, plan and pilot up to 5 innovative family programs to activate the LLC Blue Room.
- Plan and pilot up to 5 ongoing programs to engage families in the LLC, such as storytimes and parent meetups.
- Develop a written document outlining learned outcomes from program piloting, including recommendations for future use and needed resources and procedures for each program.
- When appropriate, assist the EC STEM manager at EC-focused events and meetings.

**Skills Required:**
- Knowledge of early childhood development
- Comfort and confidence interacting with young children and families
- Positive attitude and demeanor, teamwork
- Excellent customer service
- Concise and professional written communication skills
- Ability to do independent research, use basic computer programs

**Skills to be Learned:**
- Ability to work in a nonprofit environment, communicating cross-departmentally
- Working knowledge of how families interact in informal science environments
- Project planning, working with timelines
- Ability to incorporate evaluation and feedback into project deliverables
- Staff training and continuous quality improvement

**Parameters:**
- Intern will not develop final programming
- Intern will not deliver final developed programming to families

**Training Methods:**
- Working closely with EC STEM Manager to plan and carry out projects
- Biweekly meeting with EC STEM Manager to evaluate project progress
- Relationship building in the field of early childhood

**Time Frame:**
- 120 hours minimum during the semester

**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