

Volunteer Internship Position:

Workshop Programs Assist



Qualifications:

Completion or current enrollment in college level courses related to: Education, Environmental Studies, Recreation, Child Development, Biology, Sustainability, Horticulture, or Landscaping.

Description:

Assist The Garden's community workshops, classes, and landscape consultations for **adults and families**. Topics range from horticulture & gardening, sustainability, art & culture, and wellness. Our ideal candidate for Education Assistant is reliable, organized, self-motivated, creative, interacts well with guests, and can maintain a positive classroom environment. If you enjoy learning about sustainability practices, landscape design, nonprofit organization, food growing and a myriad of specialty gardening topics this internship is for you!

The Water Conservation Garden is a nonprofit organization with the mission to inspire positive change in our living environment, and conservation of natural resources. Through a series of beautiful gardens, how-to displays, public events, youth programs, workshops, classes, and scenic tours, The Garden plays a critical role in east San Diego as both gathering place and education hub for the community.

Duties and Responsibilities:

Assist the Education Manager **both remote and in-person** with pre and post duties for programs:

- Prepare materials; make class outlines, handouts,
- Monitor registration
- Social media marketing.
- Attend in-person workshops or virtual programs. Oversee class attendance, classroom setup, greet instructors and assist as needed. **The Garden follows health & safety guidelines from The County of San Diego.**
- Create attendee surveys, pull survey results, share personal feedback, and make the highlight report.

Important Traits & Skills:

- Professional attitude, friendly and approachable.
- Strong communication and writing skills.
- Respect for diversity and passion for nonprofit community work.
- Responsible and self-sufficient.
- Excel, Microsoft Word, Google Drive, Survey Monkey, and social media proficiency a plus.

Details:

- This internship provides training and career development in a professional environment with the Education Department. The position is unpaid.
- Minimum (4 hours per week) for 1 semester. Availability: Saturday mornings plus one or more weekdays.
- Position can start immediately.
- To apply submit application to Education Specialist, Jillian Quint jillian@thegarden.org (619) 660-0614 x21
- Please send a follow up email or phone call 2-3 days after submitting application.



The Water Conservation Garden
12122 Cuyamaca College Drive West
El Cajon, CA 92019

Tel: (619) 660-0614

Open daily, 9 a.m. to 4 p.m.
(See summer and holiday hours.)
Admission is by suggested donation.

Internship – Workshop Programs Assistant

Email to jillian@thegarden.org (photo of printed application is acceptable)

Name _____ Date _____ Zip Code _____

Cell _____ Email _____

School _____ Department/Major _____

Why would you like to volunteer at The Water Conservation Garden?

Tell us about yourself: What experiences have prepared you to engage with adults and families in a learning atmosphere? *Provide examples from: employment, volunteer, education, clubs & special skills.*

I am available for virtual volunteering

I am available for onsite volunteering following current health guidelines.

What is your available start date? _____ End Date? _____ (3 month minimum or 90 hours)

One week after submitting application send follow up email to jillian@thegarden.org or call (619) 660-0614 x21

Thank you for your interest!