



Volunteer Internship Position:

Workshop Programs Assistant

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 class programs for adults. Topics range from horticulture & gardening, sustainability, art and wellness workshops. Our ideal candidate for Education Assistant is someone who can maintain a positive classroom environment, and enjoys learning about sustainability practices, landscape design, food growing and a myriad of specialty gardening topics.

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, events, youth programs, public classes, and scenic tours, The Garden is both gathering place and education hub for the community.

Duties and Responsibilities

- Attend public classes.
- Oversee class attendance, classroom setup, greet instructors and assist as needed.
- Make class outlines and handouts.
- Submit attendee reviews and personal feedback to Education Manager.
- Assist the Education Department in administrative tasks for promotion, planning, and tracking adult programs.

Important Personality Traits

- Professional attitude.
- Friendly and approachable.
- Strong communication and writing skills.
- Respect for diversity.
- Responsible and self-sufficient.
- Excel, Microsoft Word, 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 week day.
- Position can start immediately.
- Will report to the Conservation Specialist.
- To apply submit application to MSP Programs Manager, Lauren@thegarden.org
- Please send a follow up email or phone call 2-3 days after submitting application.