

WonderLab Museum of Science, Health and Technology

JOB DESCRIPTION

Position: WonderCamp High School Intern Coordinator

Purpose: WonderCamp's purpose is to introduce children (grades K-8) to the process of scientific inquiry in a fun, relaxed setting. The WonderCamp High School Interns Coordinator's role is to be the main support person for the high school interns at WonderCamp. Camps are held at Hilltop Garden and Nature Center, the Goat Conspiracy farm, Indiana University Research and Training Preserve, Kent Farm, and University Elementary School. The person in this position will work at all camp locations.

Reports to: WonderCamp Director

Status: Temporary, Part- to Full-Time (approximately 300 - 500 total hours) (Fair Labor Standards Act category: "non-exempt")

Employment Period: May 7, 2024 through July 27th 2024

Pay Rate: Starting pay \$15.00 per hour

Benefits: WonderLab membership at dual or basic family level; 20% discount in the Gift Store

Responsibilities:

- Help recruit high school students to serve as interns at WonderCamp.
- Reply to inquiries about internships.
- Lead training sessions for high school interns.
- Manage records of prospective and active interns.
- Schedule interns for camp sessions.
- Coordinate with WonderCamp director and camp teachers on intern duties.
- Supervise and act as mentor to high school interns during WonderCamp.
- Manage intern evaluations.
- Prepare final reports on the high school intern program.

Primary Relationships:

- *Internal:* Maintain close communication with WonderCamp Director, WonderCamp Assistant Director, and WonderCamp High School Intern Coordinator.
- *External:* Maintain positive working relationships with teachers, campers and their caregivers, and high school interns.

Qualifications:

- Ability to work in a fast-paced team-oriented environment.
- Reliable with a strong work ethic.
- Proficient in PC software programs (e.g., Word, Excel).
- Comfort/experience working with children, teens and adults.
- Excellent organizational, oral and written skills.
- Reliable transportation.
- Post high school degree program in progress, with science and/or museum studies, tourism, education or related coursework preferred.
- Physical capability to sit, stand, walk and wear a mask that covers the nose and mouth for extended periods of time.
- Red Cross certification in CPR and first aid or willingness to become certified.
- Available to work starting May 7 through July 27. (Exception: there are no camps July 1-5)
- Proof of eligibility to work in the US.
- Contact information for three references and one letter of recommendation.

To Apply

The WonderLab Job Application Form is available on the WonderLab website at <https://wonderlab.org/about-wonderlab/job-opportunities/>. The form may be completed and submitted online or mailed to the address below. The application must also include a cover letter and resume. Send recommendation letters directly to colleen@wonderlab.org or mail to the address below.

WonderLab Museum of Science, Health and Technology
WonderCamp High School Intern Coordinator Search Committee
Attn: Colleen Couper
P.O. Box 996; 308 West 4th Street
Bloomington, IN 47402

Questions: Colleen Couper colleen@wonderlab.org 812-337-1337 ext 224

Applicants must be able to show proof of eligibility to work in the United States. Position is open until filled. All employees are subject to a criminal background check. WonderLab galleries, offices and grounds are smoke-free environments.

Can't check off every requirement listed above? Please apply anyway! WonderLab is dedicated to building an inclusive team with a wide variety of experiences and skill sets. You may be just the right candidate for this role or another one of our openings.

WonderLab strives to provide a welcoming educational space and is founded on values of inclusion and access. WonderLab is committed to creating a diverse museum environment and is proud to be an equal opportunity employer that considers diverse skill sets and experiences

among applicants. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, number of dependents, or any other legally protected status. WonderLab strives to make reasonable accommodations for people with disabilities, upon request.

Job Description Last Updated: 12/19/23