



2020 PAID INTERNSHIP: Education / Day Camp

Earn \$\$\$ while you learn!

Share your love of learning while working with youth in a fun, unique, outdoor, history- & nature-based setting.

Earn valuable work experience, an hourly wage, and 6 hours of history credit, tuition free!

Living History Farms offers a 12-week paid internship in partnership with Graceland University. (Credit is through Graceland University; non-Graceland students must transfer credits to their home university, and are responsible for ensuring that the internship meets their home university's requirements.)

In addition to earning up to **6 college credit hours and an hourly wage**, students also receive:

- Training specific to working with youth in a non-traditional educational setting
- Consistent supervision from the museum's staff
- Constructive and timely feedback, in a mentoring situation
- Valuable experience working with the public
- A chance to see classroom theories in a real world setting
- A general introduction to working in a non-profit, museum setting
- An overview of the types of careers available in the museum field

This internship is open to all majors, but you must have an interest and aptitude for working with people, especially youth of all ages. All prospective interns must have completed at least one year of college and be classified as a sophomore before the start of the internship.

Applications accepted on-line beginning January 2020.

Job Title: Education/Day Camp Intern

Department: Education

Reports to: Day Camp Supervisor

Supervises: Junior Counselor high school aged volunteers (1-2 per week of camp)

Schedule:

- 12 weeks, May 21 – August 15, 2020, about 40 hours per week
 - Any time off during these 12 weeks must be made up after August 15.
- Generally 8:30 - 4:30 Monday through Friday;
- May include occasional weekend or evening hours, scheduled well in advance. Examples include the Day Camp Kick Off Event, held in late-May; mid-season training day on Sat., June 27, 2020; and Camp Clean Up Day on Sat., August 15, 2020

TO APPLY:

You must be classified by your college or university as a sophomore or above to be eligible.

Complete the **official on-line intern application** at <https://www.lhf.org/internships/>.

You will be asked to upload a resume and to provide 3 references.

DEADLINE TO APPLY: Open until filled- Interviews begin in February. 6 positions are available.

QUESTIONS:

Please contact Daniel Jones, Education Director & Internship Coordinator, via e-mail at djones@lhf.org.

SUMMARY:

Share your love of learning and exploration with youth of all ages as you work with likeminded team members to bring learning to life for the museum's summer day camp participants! Expand your own knowledge as you work with groups of 8 – 12 youth in an outdoor setting. You will lead crafts, activities, games, and visits to various parts of Living History Farms, an outdoor living history museum.

Day Camp Intern Counselors assist Living History Farms in achieving its mission: to educate, entertain, and connect people of all ages to Midwestern rural life experiences.

Living History Farms' Day Camp Program is accredited by the American Camp Association (ACA).

Position status and benefits:

- Classified as temporary, part-time hourly, non-exempt, with **hourly wage of \$7.25**
- Six hours of college credit through Graceland University tuition free
 - In order to receive the credit, the intern must successfully complete all required internship assignments, including a group project
 - Fees associated with tuition paid by Living History Farms
 - Intern must pay for transfer of college transcript to his or her original school
- Reviews will occur after first 45 days and at completion of the internship
- Interns will also receive:
 - A general introduction to the fields of informal education and museum studies
 - An overview of the types of careers available in the museum field
 - Job-specific training, relating to the intern's assigned work locations
 - Consistent supervision from the museum's staff
 - Constructive and timely feedback, in a mentoring situation
 - Valuable experience working with youth
 - A chance to see classroom theories in a real world setting
 - Free camp staff t-shirts

RESPONSIBILITIES:

As part of the internship, students will be asked to...

- Lead programming weekly for groups of 8 – 12 camp participants
- Teach crafts, skills, games, and activities that relate to the camp theme
- Work with and supervise 2 high school-aged volunteer junior counselors
- Prepare activity and craft supplies daily, and clean-up after each day's camps
- Ensure the safety of all youth participating in camp
- Communicate as needed with camp participants' parents/guardians
- Assist with set-up of day camp locations
- Actively participate in required camp staff meetings
- Read assigned materials, complete assigned papers and projects, and attend academic seminars, in order to successfully complete all requirements for earning academic credit
- Perform appropriate work, primarily outdoors, in a variety of conditions consistent with the historical time period and the day camp activity, and within variations of Iowa's climate
- Maintain a professional demeanor at all times, including during training sessions, when interacting with other museum staff, and when interacting with camp participants' parents, guardians, and family members
- Assist the camp coordinator with developing, conducting, and evaluating camp activities
- Perform other duties as needed and assigned

QUALIFICATIONS and SKILLS:

The successful candidates will...

- Have experience working with youth
- Possess excellent communication (verbal and written) skills
- Demonstrate a positive willingness to learn, and a “can do” mentality
- Approach situations with creative, analytical and problem-solving skills
- Demonstrate exceptional customer service skills
- Enjoy working in a dynamic, fast-paced, team-oriented workplace
- Be comfortable working outdoors, consistent with Iowa’s typical summer weather, and all of its variations, such as heat, humidity and rain
- Be able to perform physical tasks (lift 50 lbs.) with physical mobility
- Have experience with computer programs, such as the Microsoft Office package
- Successfully pass a criminal background check
- Possess a high school diploma or GED, and be classified as a sophomore or higher at their college or university with at least one of college

GENERAL INFORMATION:

Living History Farms’ Summer Day Camp sessions typically run Monday – Friday. Campers are at camp from 9:00 – 4:00 daily. Each day camp group will spend one day during the week at a different historical site at the 500 – acre, open – air museum. Camp activities include games, crafts, and projects that reflect the various time periods: 1700 (Native American), 1850, 1875, and 1900.

Living History Farms’ Day Camp program is accredited by the American Camp Association (ACA), the only nationwide organization that accredits all types of organized camps. ACA accreditation verifies that a camp has complied with up to 300 standards for health, safety, and program quality.

Visit <https://www.lhf.org/events-and-programs/day-camps/summer-day-camp/> for more details about day camp.

Living History Farms is an interactive outdoor museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for-profit organization on 500 acres located in Urbandale, Iowa. Historical interpreters dress in period clothing and recreate the daily lives of early Iowans on three farm sites spanning the years 1700-1900 and an 1876 town. The season typically begins May 1 and runs to mid-October. For more information, please visit <https://www.lhf.org/>.

Living History Farms is a Character Counts!(c) organization.

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