

**Responsible To:** Director of Student Engagement & Early Childhood Education Coordinator

**Task Description:** The Early Childhood STEM Center provides a foundation of STEM learning experiences for early learners, their educators, and their families. The intern will assist members of the STEM team on a grant-funded project to create space-related programming for early learners. This will include creating STEM toolkits that will be supplied to early childhood classroom teachers and developing content for classroom programs and family night events. Please note that the intern will assist with program development, not program implementation/execution.

**Responsibilities:**

- Help curate the contents of STEM toolkits for early learner classrooms
- Develop STEM-related content appropriate for early learner classroom programs and family night events

**Skills Required:**

- Knowledge of early childhood development
- Knowledge of space, planetary, and astronomical sciences
- Strong oral and written communication skills
- Ability to do independent research
- Organizational skills
- Creative thinking – envision and develop a project
- Computer experience – Microsoft office, basic computer programs

**Skills to be Learned:**

- Working knowledge of how families interact in informal science environments
- Project planning, working with timelines
- Ability to incorporate evaluation and feedback into project deliverables

**Parameters:**

- Intern will not deliver final programming to families
- Intern will not purchase materials and supplies for STEM toolkits
- Hybrid working: Mainly remote work using own computer and internet access, occasional onsite work to pack and organize materials

**Training Methods:**

- Required internship orientation session
- Working closely with Early Childhood Education Coordinator to plan projects
- Weekly meetings with Early Childhood Education Coordinator to evaluate project progress

**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 Pennsylvania 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:  
- OR -

Internship Program  
Carnegie Science Center  
One Allegheny Avenue  
Pittsburgh, PA 15212

VolunteerPrograms@CarnegieScienceCenter.Org