

Responsible To: Manager of Camps and Public Experiences

Task Description: Each summer Carnegie Science Center offers 10 weeks of summer camp. These are fun hands-on STEM themed day camps for youth ages 4-14. During this internship, interns will experience all areas and positions in summer camp from preparing supplies to aiding in the facilitation of activities.

Responsibilities:

- Prepare hands-on science activities and experiments.
- Assist in logistical aspects of running a STEM science camp.
- Organize and clean classroom supplies.
- Assist instructors in carrying out science lessons.

Skills Required:

- Excellent verbal and written communication skills
- Experience working with children
- Background and interest in science, and science education
- Organizational skills
- Self-motivated and independent worker

Skills to be Learned:

- Lesson planning and preparation
- Classroom management methods
- Science demonstration safety practices
- Ability to demonstrate a variety of scientific concepts in the classroom and in informal learning environments

Parameters:

- Interns will not be asked to conduct science activities alone
- Interns will not discipline children
- Interns will not be responsible for handling customer service issues
- Interns will not be responsible for administering first aid
- Interns will not be responsible for handling money

Training Methods:

- Required internship orientation session
- On the job training with current instructor and coordinators.

Time Frame:

- 120 hours minimum during the summer.
- 6-8 hours shifts are available Monday-Friday between 7am-6pm

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 PA 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:

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

VolunteerPrograms@CarnegieScienceCenter.Org