

## **Camp Discovery Intern – Unpaid**

Terry Lee Wells Nevada Discovery Museum (The Discovery)

The Discovery is looking for an innovative thinker to become the next member of our museum staff. The Discovery is a museum located in downtown Reno and dedicated to inspiring curiosity, creativity and the joy of lifelong learning. Our camp program immerses children from kindergarten to 7<sup>th</sup> grade in hands and minds-on activities that generate questions and critical thinking about the world around them.

### **Position Summary**

The Camp Discovery Intern helps to create and develop curriculum for our camp programs which serve children in Kindergarten to 7<sup>th</sup> grade. In addition, the intern will help revise and refresh existing curriculum and evaluation pieces. The Camp Discovery Intern will assist in the registration of campers and input of data for record keeping purposes. The Camp Discovery Intern will provide excellent customer service to guests of The Discovery. As with all employees, the Camp Discovery Intern is expected to support the museum's vision and share the values of excellence, collaboration, innovation, respect, commitment, accountability and ownership.

### **Essential Functions**

- Develop curriculum for camp programs
- Assist in refresh and revision of existing camp curriculum
- Prepare examples and prep materials for camp
- Assist in registration process
- Compile evaluation data
- Other duties as assigned by the Camp Director

### **Preferred Qualifications**

- A passion for science education
- Experience writing curriculum or activities
- Ability to work enthusiastically, respectfully and professionally with a wide variety of audiences
- 1 year experience volunteering, teaching or working in a museum, art or science education
- Ability to work as a team or independently
- A passion for helping people discover and explore science, art, math and Nevada history
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)

### **Intern Hours**

- 12-20 hours per week working in the office on camp materials
- Weekly meetings with Camp Director

### **How to Apply**

Please e-mail resume, cover letter and three references to [sdarcy@nvdm.org](mailto:sdarcy@nvdm.org).

*The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.*