

Orlando Science Center

Early Childhood Preschool Intern

Department: Visitor Experience – Early Childhood

Reports to: Early Childhood Specialist

Time Commitment: minimum 2 months – maximum 6 months,

Hours: Flexible hours, 8 – 20 hours a week

Summary of Position:

Assist the Early Childhood Specialist with creating and implementing programs and activities for children ages three to five. Writing curriculum, identify standards, planning supplies, interacting with guests. Conduct live programming, research topics and projects. Assisting with other programs as needed.

Qualifications:

Experience working with children
Excellent written and verbal communication
Ability to work well with others
Willingness to learn
Positive attitude

Responsibilities:

Creating new, age appropriate programming for children ages three to five.

Write up new programs in programming format.

Organizing and planning needs for new programming.

Conduct live programming with guests.

Engaging guests in pre-existing and new programing.

Reporting any broken, limited or missing supplies to Early Childhood Specialist.

Assist with any special events or week of celebrations.

Assist other departments as needed.

Other duties as assigned.



Requirements:

I+ years of college courses, preferably Early Childhood, Education, Science or

Psychology majors.

Attend orientation.

Pass Criminal background check and fingerprinting.

Ability to work on own.

Personal Initiative.

Self-motivated to seek out task and projects.

Flexible.

Report promptly to work on days scheduled.

Inform staff supervisor directly if unable to attend or if late.

Must be able to stand for long periods of time.

Ability to get messy if project or assignment requires.

Ability to lift 50lbs.

Skills will Acquire:

Working and communicating with staff and volunteers of all ages and background.

Meeting and interacting with guests from all over the world.

Researching a variety of topics and activities involving childhood development, families, age appropriate activities.

Writing curriculum in different formats.

Ability to try out new ideas on a large testing pool.

A chance to meet men and women from the Orlando community from many organizations.

Can provide References.