



## Orlando Science Center Summer Field Trips Intern

**Department:** Education – Field Trips

**Reports to:** School Services Manager

**Time Commitment:** May 27 – August 15 3 days a week OR May 27 – July 4 daily OR July 7 – August 15 daily

**Hours:** 8:30am – 3:00pm

### **Summary of Position:**

Assist the School Services Manager with daily field trip operations. Greeting and checking in groups, assisting groups with lunches and directions, interacting with guests in exhibit halls. Assisting manager with creating, editing, and posting field trip itineraries. Research topics and projects for future field trip classroom activities, demo new activities in exhibit halls.

### **Qualifications:**

Experience working with children  
Excellent written and verbal communication  
Reliable, organized, self-starter  
Ability to work well with others and on own  
Positive attitude  
Self-motivated to seek out tasks and projects

### **Responsibilities:**

Assist with group check in, including but not limited to preparing paperwork, distributing wristbands and schedules, directing buses to parking, unloading lunches, and delivering greetings.  
Assist field trip manager with reviewing, editing, and distributing staff schedules and group itineraries.  
Engaging field trip guests in exhibit halls and implementing code of conduct.  
Deliver lunches to field trip groups in appropriate lunch location.  
Research and write up stations for Discovery Lab programming.  
Gather materials and test new stations with guests in exhibit halls.



Assist other education departments as needed.

Other duties as assigned.

**Requirements:**

1+ years of college courses, preferably Education or Science majors

Attend orientation.

Pass Criminal background check and fingerprinting.

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 lift 25 lbs.

**Skills will Acquire:**

Implementing logistics for a high-volume organization.

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

Meeting and interacting with field trip guests from diverse backgrounds.

Researching a variety of topics and activities involving standards-based science learning.

Creating new activities for school-age children.

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

Can provide References.