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# Public Education & Program Development Idle-Hour Ranch Internship Program

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## Summary:

Public Education and Program Development Interns assist IHR Management with the development and implementation of interactive educational programs and activities for guests of all ages. These include interactive gaming stations for children, educational signage on exhibits, and existing programs such as IHR's Summer Camp.

## Responsibilities:

- Assist IHR Management in the development and implementation of educational public programs and events
- Assist IHR Management develop educational activities for visitors
- Assist with the coordination of external performers/presenters, as needed
- Assist with promotional marketing for educational events
- Assist with mailings to, and interactions with, other educational organizations
- Assist with the development and implementation of "Exploration Stations" strategically located throughout the facility (each station is equipped with interactive activities or biofacts [skin, skulls, teeth, etc.] relating to a specific animal and its conservation). As well as corn maze stations during Fall Semester
- Assist with tours, and training volunteers to be tour guides
- Assist IHR staff with the development of Summer Camp objectives, promotions, organization, and overall implementation
- Assist with the development of volunteer programs designed to educate

## Requirements

- 18 years or older
- Negative TB test results (from 9 months or less prior to internship)
- Proof of Tetanus vaccination within past 5 years
- Be able to work a minimum of 5 consecutive hours
- Interests in education, public relations, conservation
- Excellent organizational, communication, and interpersonal skills
- Ability to work independently
- Ability to follow all instructions, verbal and written
- Detail-oriented thinking
- Ability to multi-task and take direction from multiple directions
- Adhere to ethical and confidential codes
- Excellent research and writing skills
- Ability to walk on uneven surfaces including stairs
- Ability to sit or stand for more than 30 minutes at a time
- No allergies that will interfere with working around animals or outdoors
- An appreciation for informal, lifelong learning in agreement with Idle-Hour Ranch's mission and commitment to education and conservation

## Candidates

IHR is looking for hard working interns that desire hands-on experience working within the field of education. Applicants must be dependable, confident under pressure, friendly, good with people, detail-oriented, well organized, and high energy. Preferred candidates are those who are eager to teach, understand the value of flexibility in the workplace, have a positive attitude under pressure, enjoy working in a team setting, and have a strong interest in educating people of all ages. Interns will need access to their own tablet or laptop.

**Availability:** Limited

Currently Summer & Fall Semesters only

## Time Commitment:

Minimum of 20 hours per week

During standard business hours

Friday, Saturday, Sunday 10:00a – 7:00p

Select weekday hours may be available

## To Apply:

Summer Semester 2015

- April 2 – applications due
- April 26 – students notified
- May 24 – semester begins
- August 31 – semester ends

Fall Semester 2015

- July 4 – applications due
- July 26 – students notified
- August 23 – semester begins
- November 30 – semester ends

Send completed application packet to:

Idle-Hour Ranch Internship

4845 Fenner Rd.

Troy, OH 45373

## Application Packet:

- Resume**
- Letter of Recommendation** – from your advisor, professor, or university
- Requirements for Credit** – If you are seeking credit please include a copy of the requirements for credit, and a letter from your advisor verifying that you will be receiving credit
- Signed Release**
- Signed Disclaimer**
- Negative TB test results** (performed within 9 months of internship start date)
- Proof of Tetanus vaccination** (from within the past 5 years)
- Essay** – A one page essay answering the following questions:
  - Why are you interested in this internship?
  - What are your expectations for this internship?
  - What makes you qualified for this internship?
  - What skills can you bring to IHR?

Direct questions to: Brittany Michelle at

IHRtheplacetobe@gmail.com