

POSITION DESCRIPTION:
Bilingual Interpretive Education Intern

Position Type: Part Time (12-20 hours/week), Seasonal (15 weeks)

Dates: Sept 19, 2022-Dec 31, 2022 (Must have some availability between Dec 26-Dec 31)

Opportunity to re-sign for the Spring school semester

Reports to: Education Director

Location: Mitchell Park Horticultural Conservatory (Milwaukee, WI)

About Us: As a private nonprofit, Friends of the Domes has been supporting the Mitchell Park Horticultural Conservatory (the Domes) since 1989. We provide educational and enrichment activities that ensure every visitor departs feeling a connection to nature. Major initiatives include educational programming including management of the Domes Ed Center; membership and volunteer recruitment and management; management of the Domes' gift shop; fundraising and marketing efforts that benefit the mission of the Domes.

Knowledge and Qualifications:

- Ability to interact with visitors in both English and Spanish
- Strong verbal communication and interpersonal skills - friendly and welcoming to visitors of all ages
- Computer skills in typing, editing, using Google Drive applications
- Ability to learn new information about the conservatory and interpret the Domes plant collection to children and adults
- Time management skills
- Flexibility
- Strong commitment to diversity, equity, and inclusion
- Some experience:
 - Teaching (either formally or informally)
 - Working with children
 - Horticulture, science, plants, nature, sustainability, health and wellness
 - Working in the nonprofit sector

Essential Duties and Responsibilities:

The Friends of the Domes (FOD) Bilingual Interpretive Education Intern is responsible for assisting the Education Director and Lead Interpretive Educator in various areas of the Domes Education Program:

- **Children's Education:** Assist with school field trips by keeping time, setup and takedown, cleaning, managing behavior, and teaching about various Domes plants and history
- **Education Center:** Assist in the Education Center. Hours are Wednesday - Friday, 10am - 2pm and Saturday - Sunday, 11am-2pm.
- **Other Logistical Help:** Edit documents, flyers, and signage. Translate signage from English to Spanish. Assist with typing information.

- **Adult and Family Education:** Assist with family education programs or adult education workshops where needed
- **Other duties as assigned**

Schedule:

Availability: 15-20 hours per week, typically Wednesday - Friday
Available at least 2 weekend days per month
Some work may be completed remotely

Compensation: \$13 per hour, up to \$3,000

Commitment to Diversity: The Friends of the Domes is an equal opportunity employer and places a high value in creating a workforce that reflects the diversity of the Milwaukee community. The Friends of the Domes does not discriminate against any employee or applicant for employment because of race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We believe diverse teams are effective teams, and that innovation is only possible when a set of diverse experiences and perspectives are at the table. We have flexibility around formal education, and our minimum requirements are preferred but not mandatory. We are willing to train a passionate, learning-oriented person with a history of getting results, even if that history is different from the exact descriptors of what they'll be doing within the role.

Send a Brief Letter of Interest and Resume:

Erica Veto, Education Director
Friends of the Domes
EricaVeto.fod@milwaukeedomes.org
No phone calls please.

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