



Intern Position Description

<u>Position Title:</u>	Teen Program Intern
<u>Department:</u>	Experience Department
<u>Classification:</u>	Non-paid internship and does not require academic credit
<u>Reports To:</u>	Volunteer Resources Coordinator, Teen Programs

The mission of Thinkery is to create innovative learning experiences that equip and inspire the next generation of creative problem solvers. For more information about Thinkery, check out www.thinkeryaustin.org.

Position Summary:

The intern's primary functions include working with teen volunteer programs involving volunteer and career-readiness for youth ages 13-18. S/he will work closely with leadership and participants to enrich the visitor experience by providing creative educational activities in conjunction with outstanding customer service. Additional duties include assisting in supervision of teen volunteer participants as they work in Thinkery spaces and programs. They will guide participants in reaching goals by modeling professionalism, leading by example and mentoring.

This internship will provide the student with practical experience supervising and mentoring employees while implementing programs at the Thinkery; Volunteer, Counselor-in-Training (CIT), Teen Participation Day and more. Read more about our Teen Programs at <http://thinkeryaustin.org/volunteers/>

Job Functions/Responsibilities:

- Support teen volunteer program leadership in hosting trainings that contribute to the development of transferable 21st century skills, content area knowledge and promote delivery of Thinkery's mission. Assist in administering assessment of participant knowledge and acquisition of program certifications.
- Assist in the maintaining of records of hours, accomplishments and progress of teen volunteer participants.
- Demonstrate superior visitor services skills, productivity and work place behavior.
- Promote the mission of Thinkery through direct interaction with visitors, staff and volunteers.
- Supervise day to day tasks of teen volunteer participants including overseeing teen volunteers working floor shifts and working in programs. Coordinate with staff, teen volunteer participants and volunteers to ensure all museum programs and exhibits are presented properly.
- Work a flexible schedule which includes shifts on the gallery floor, in the office and in programs. Must be available Wednesday (Community Night), weekends, and preferably one other weekday shift. Also must be willing to work some off-site, outreach events for the Thinkery.

Qualifications/Experience/Skills:

- Commitment to and enthusiasm for the mission of Thinkery.
- Ability to engage with teens, children and adults in an energetic, friendly, positive, and professional manner.
- Ability to react positively to rapidly changing circumstances
- Ability to work with staff and public from diverse backgrounds
- Must be able to stand and walk for long periods of time
- Confidence in working independently, as well as with a team.
- Competency in prioritizing and structuring work tasks and time management.
- Reliable transportation.
- Spanish fluency a plus



- Interest in resume writing and/or personal branding a plus
- Interest in technology, blogging and/or video editing a plus
- Interns must have a high school diploma or GED. All interns must be 18 years of age or older.

Schedule: 15-20 hours/week; some Wednesdays (4-8pm), most Saturdays (9-2pm) & preferably one other week day.