

# SWARTHMORE

## POSITION DESCRIPTION

<b>Title</b>	Summer Education Intern
<b>Department</b>	Scott Arboretum & Gardens
<b>Position Number</b>	
<b>Remote/Hybrid/On-Campus</b>	On-Campus
<b>Supervisor</b>	Mackenzie Knight-Fochs
<b>Salary Grade</b>	
<b>FLSA (Exempt / Non-exempt)</b>	
<b>Date Created/Updated</b>	12/17/25

### Position Summary

The Summer Education Internship offers a unique view into public horticulture education. This role allows for opportunities to learn about and experience programming for adults, youth, and families as well as communication, interpretation, and membership. Main responsibilities include assisting with the Chester Children's Chorus Arboretum summer class, supporting educational programming including tours, trips, workshops and conferences, and developing interpretive materials. The intern will also participate in field excursions to visit area gardens throughout the summer.

### Essential Responsibilities

#### EDUCATIONAL SUPPORT (80%)

- Support educational programming for adult and youth audiences, including excursions, workshops, tours, and field trips
- Assist with set up, take down, and activities during special events, such as the Rose Celebration and the Woody Plant Conference
- Support program leader(s) during the Chester Children's Chorus Arboretum Summer class
- Assist with the development and updating of interpretive materials such as brochures;
- Participates in summer intern field trips;
- Performs other job-related duties as assigned
- Writes Plant the week articles for the Scott Arboretum & Garden's blog, *Garden Seeds*
- Develop and lead a video segment of Gardener's Almanac for Scott Arboretum & Garden's YouTube channel

#### INTERPRETATION: (15%)

- Maintains educational brochures distribution
- Updates educational collateral for various audiences

**HORTICULTURAL TASKS: (5%)**

- Maintains plantings for summer programs

**Additional Responsibilities**

Provide support other staff members and as called upon which may include:

- Publicity and promotion assistance
- Registration and records assistance
- General support of Arboretum office function
- Membership initiatives
- Fundraising initiatives

**INTERACTIVE SKILLS**

- Builds successful working relationships with coworkers and supervisors. Projects a positive image of the Scott Arboretum & Gardens and of Swarthmore College. Communicates readily and works effectively as a member of a team.
- Works successfully with coworkers, interns, students, and Arboretum volunteers in order to efficiently and effectively accomplish the workload of the department.
- Adapts to new work situations, people, ideas, procedures, and organizational structures, in order to be successful in a constantly changing work environment.
- Exhibits maturity, reliability, composure, and stability under pressure in order to handle on-the-job stresses and challenges.
- Understands and abides by a high standard of professional ethics in order to ensure the integrity of the organization.
- Works successfully with a diverse department and upholds the College's commitment to equal opportunity.

**Supervisory Responsibilities**

NA

**Qualifications:***Required Qualifications*

- Interested in a career in environmental education.

- Be able to obtain PA Youth Clearances by the start date.
- Must have the physical ability to lift up to 50 pounds for event setups.

#### *Preferred Qualifications*

- Experience working in education and/or events.
- Experience working with children.

#### **Physical Demands**

Must be able to:

- Utilize technology such as computers, printers, cameras
- Set-up for events including tables, chairs, refreshments, and supplies
- Conduct walking tours
- Lift 50 pounds for event set-up
- Speak on telephone

#### **Working Conditions**

Must be able to:

- Work outside in extreme hot or cold conditions
- Work evenings and weekends as programming requires; with advance notice
- Work in stationary position or extended periods at a desk with computer
- Travel locally