



Job Description

STEAM Center Intern

SUPERVISOR: Program Director

FLSA STATUS: Exempt

Position Timespan: June 6– July 29, 2022

Position Stipend: \$4,200 for 8-week period

DEPARTMENT: Program

LOCATION: Fort Smith, Arkansas

LAST UPDATED: November 18, 2021

RESPONSIBILITIES:

a. POSITION PURPOSE

The STEAM* Center Intern will work closely with and assist the STEAM Coordinator at The STEAM Center at Burnham Woods in Fort Smith, AR. A key member of the Program Department, The STEAM Center Intern will develop a program or project that enhances the ability of the STEAM Center and/or Girl Scout volunteers to deliver quality STEAM programming to girls. While the scope of this program or project is pre-determined based on the needs of the council, the intern will have the opportunity to make strategic decisions and select sub-projects based on personal and professional interests and goals.

*Science, technology, engineering, art and math

b. DUTIES

- Work cooperatively with the STEAM Coordinator and Program Director to understand, develop and implement a sustainable project or program supporting Girl Scout STEAM experiences.
- Develop an understanding of the Girl Scout Leadership Experience, Girl Scout STEAM programming and concepts in STEAM education.
- Develop an understanding of the role of Girl Scout volunteers, their unique needs and ways to support their development as STEAM role models and informal educators.
- Establish relationships with Girl Scout staff, volunteers and community partners to build connections, identify opportunities and build awareness of Girl Scouts and the need for girls and women in STEAM careers.
- Deliver or assist with girl programming as necessary including a week-long day camp at the STEAM center
- Ensure Girl Scouting is open to all girls and adults by delivering the Girl Scout message of pluralism and diversity to members of the council and the community.
- Work collaboratively with all council departments to ensure STEAM program and initiatives are sustainable and successfully marketed to girl and adult membership.
- Support council, regional, and functional efforts.

c. COMMUNITY IMPACT

By sharing the benefits that Girl Scout brings to girls, families and communities and by developing connections with community partners and regional Girl Scout volunteers for the purposes of advancing girls' STEAM exposure and education, the potential for significant positive impact in the Fort Smith Area is high.

KNOWLEDGE AND CREDENTIAL QUALIFICATIONS

Required

- Knowledge, experience, or a desire to gain experience in informal STEAM education, project management, partnership building, adult learning and youth development
- Demonstrated customer service skills.
- Valid driver's license, safe driving record and current automobile insurance.

Preferred

- Knowledge of Girl Scout Leadership Experience.
- Experience in STEAM fields, adult learning, education or youth programming.
- Pursuing a degree in STEAM fields, education, youth development or similar fields.

ABILITY AND SKILLS QUALIFICATIONS

- Subscribes to the principles of the Girl Scout Movement
- Demonstrated ability to successfully manage multiple priorities, work independently, and meet deadlines
- Strong human relations skills and have ability to work well with people of diverse backgrounds
- Ability to exercise good judgement
- Excellent written and oral communication skills
- Excellent computer skills
- Solution driven with the ability to effectively problem solve
- Ability to motivate others and encourage them toward the Girl Scout Leadership Experience
- Excellent leadership qualities which include the ability to collaborate, organize, and work effectively while using creativity in problem solving.
- Skills in networking with internal and external stakeholders to bring awareness of the Girl Scout Program and The STEAM Center at Burnham Woods
- Work requires normal physical effort for primarily an office environment; some physical effort in handling of materials or boxes and tools or equipment of up to 25 pounds in non-strenuous work. Some periods of continual standing or walking may be required
- Ability to perform duties including but not limited to; public speaking, hands on program delivery working with Girl and Adult members, and the ability to work in the outdoor elements.

LEARNING OBJECTIVES

a. CAREER DEVELOPMENT

The STEAM Center Intern will develop a working knowledge of and receive on-the-job training in how to create stipulated outcomes through:

- Knowledge and experience with informal STEAM education
- Project management
- Program development and delivery
- Developing solutions commensurate with unique audience needs
- Partnership building
- Managing multiple priorities in short time spans
- Networking with both internal and external stakeholders

b. SKILL DEVELOPMENT

The STEAM Center Intern will develop a working knowledge of and receive on-the-job training in how to create stipulated outcomes through development of the following skills:

- Understanding the differing levels of STEAM experience and understanding and the ability to reconcile these needs with available resources and opportunities

- Goal setting
- Time management
- Using resources wisely to obtain desired outcomes
- Working formally and informally with a geographically diverse team
- Communication skills including public speaking, graphic design and brand language

c. PERSONAL GROWTH AND DEVELOPMENT

The STEAM Center Intern will have the opportunity to experience personal growth and development through the E.P.I.C. cultural expectations of all employees of the council:

- **Empathy** – Approaches others with a service mindset. Offers humility and inspires trust. Trusts the good intentions of others. Takes time with people. Offers respect and kindness to all. Actively listens without judgement. Offers positive alternatives to challenging situations.
- **Possibility Thinking** – Demonstrates eagerness to learn new things. Sees opportunity in ambiguity, change and transition. Displays flexibility in thinking. Explores alternatives before acting. Takes on challenging tasks. Respectfully offers collaboration with an openness to other’s ideas.
- **Innovation** – Knows the business. Thinks in unique and independent ways. Communicates ideas effectively. Learns from smart risk taking and failure. Pursues a standard of excellence.
- **Courageous Leadership** – Works for the good of the whole. Works collaboratively with all. Maintains personal integrity. Resolves conflicts constructively. Helps others to grow and develop. Involves others in decisions affecting them.

SUPERVISORY ACCOUNTABILITIES

Staff: None

Committee(s): None

HOURS AND TRAVEL

- Flexible schedule, including possible nights and weekends as required for girl programming. Travel to troop sites and other requested meetings, if required, will be reimbursed at mileage rates in force per company policy.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to complete other duties as assigned.

Employee Name	Employee Signature	Date
Supervisor Name	Supervisor Signature	Date