



POSITION TITLE: *Education and Ancestral Skills Intern (1 position available)*

TIME COMMITMENT: 40 hours per week; approximately June 1, 2016 – August 31, 2016

SPONSORING ORGANIZATION: Sacajawea Interpretive, Cultural & Educational Center and the City of Salmon, Idaho

SPONSORING ORGANIZATION'S MISSION: to foster the knowledge and appreciation of the Agai'dika Shoshone-Bannock Tribes, the Lewis & Clark Expedition, Western frontier life, and the natural environment.

The SICEC interprets the rich cultural and natural history of the Salmon and Lemhi River Country, deepening people's connection to the unique place this area holds in our nation's history, which was shaped in part by the Lewis and Clark Expedition and Sacajawea, as well as her people, the Agai'dika Shoshone-Bannock Tribes.

POSITION SUMMARY: The summer intern assists in creating positive, memorable experiences for visitors and community members at the Sacajawea Center while gaining direct experience in all aspects of operating a small education center including educational programming, interpretive demonstrations, public speaking, event planning, visitor services, and fundraising. The intern will be able to direct their own interpretive focus as it pertains to local history, natural and/or cultural resources, interpretation, education, environmental sciences, or ancestral and frontier living skills. In this role there is ample room for creativity and growth. With dozens of visitors daily interns must enjoy interacting with the public in a variety of settings from way-finder to educator.

GENERAL RESPONSIBILITIES:

- Research, develop, and present specialized interpretive programs relevant to the visiting public, including but not limited to guided walks, trailside talks, fireside talks, and engaging visitors while roving trail system.
- Assess and modify educational/interpretive programs as necessary. Document and package the programs so that others, including volunteers, can present them as well. Meet with supervisor to review programs.
- Assist with Interpretive Center operations including staffing the front desk as needed, selling items from the gift shop, collecting admissions fees, and answering visitors' questions.
- Plan and presenting environmental themed lessons to local youth in established programs
- Participate in the planning, preparation, and presentation of Agai'dika Heritage Days.
- Maintain grounds on a daily/weekly basis as determined by supervisor including but not limited to weed control, bathroom/building cleaning, event set-up and clean-up, and trail maintenance.
- Advertise for programs and events through creating and posting fliers, social media, and word-of-mouth.
- Complete paperwork (time sheets, program number records, etc.).
- Participate in outreach to develop and maintain partnerships.
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Must have previous experience teaching and/or leading youth programs.
- Be self-motivated, professional, and flexible in our fast-paced work environment
- Have the skill to present oneself as an enthusiastic, friendly, people-oriented individual.
- Demonstrate excellent communication skills, orally and in writing. Must be comfortable with public speaking.
- Have ability to work effectively alone as well as with others.
- At least 2 years of college completed in one of the following areas: history, natural or cultural resources, interpretation, education, environmental sciences, or related fields; hold a degree in one of these fields; or have equivalent job-related experience
- Have basic knowledge of interpretive techniques.
- Possess a valid state driver's license; have access to a personal vehicle.
- Knowledge of the Microsoft Office Suite and social media or willingness to learn.
- Be comfortable working with our learn new software

- Be willing to work weekends and some evenings.
- Be comfortable living and working in a rural setting.

SUPERVISION AND MENTORING: The summer intern will be supervised/trained in specific site protocols by the Sacajawea Center director, Outdoor School staff, and Interpretive Center docents. The director will assure adequate training is obtained and provide feedback on interpretive/educational programs throughout the summer. The director will meet with the intern biweekly to ensure professional development.

TRAINING: The Sacajawea Center will provide training for the summer aide regarding interpretation and lesson planning, natural & cultural history of the area, and our mission, partners, and policies. This will primarily be done through shadowing and independent study.

TYPICAL WEEKLY WORK SCHEDULE (40 HOURS):

- *Note: The intern will work closely with the director to develop a schedule that reflects the needs of the Center but is also an efficient use of time. Below is only an example as tasks may vary from week to week.*
- 4 DAYS – Interpretation/Education – alternate between presenting multiple styles of programs onsite to various audiences and providing information about the area to visitors. Some days may be heavy on educational programs; some days may not, depending on the site schedule. At least ½ day will be spent shadowing the instructors at the Outdoor School, where ancestral and primitive skills programs are held.
- ½ DAYS – Grounds maintenance – perform site work as needed. This may include maintenance of the Outdoor School, trail maintenance, weed control, general litter clean-up, marquee updates, lawn care, Community Garden maintenance, tent set-up, etc.
- ½ DAY – Prep Time – create or modify interpretive/educational programs, accomplish event planning, attend interpretive talk or visit a local attraction to become more familiar with the area.
- 2 consecutive days off, likely midweek as weekends are our busy time.
- A half-hour lunch is scheduled each day

BENEFITS INCLUDE:

- \$10.00/hr. (salary will not exceed \$5,000)
- personal vehicle mileage is reimbursed for project work
- supplies and project materials provided
- assessment and feedback regarding interpretive/educational program development
- experience in all aspects of running an educational center for cultural tourism

LOCATION: Working in Salmon, located in east central Idaho, offers a great opportunity for someone seeking a summer experience in a unique and stimulating setting. Salmon is the gateway to the Frank Church River of No Return Wilderness, the homeland of Sacajawea, and the self-proclaimed whitewater capital of the world. Here you will find rugged peaks, alpine lakes, the famous Salmon River, and front row seats to prominent parts of American history. This stunning landscape inspires reverence and observation as well as offers unlimited opportunities for hiking, fishing, mountain biking, camping, boating, and many other recreational activities.

The Sacajawea Center is one of a kind. Built in 2003 to commemorate the Lewis and Clark bicentennial, the Center boasts 71 acres with walking trails, an interpretive center, an amphitheater, a dog park, the Learning Center with space for meetings, performances, art shows and parties, a rustic 75 seat theater, a community garden, and the Salmon Outdoor School where primitive and ancestral skills classes are held weekly. The Center partners with twelve local agencies and organizations that provide rich layers of content and support, and were instrumental in creating the Center. Mailing address: Sacajawea Center, 200 Main Street, Salmon, ID 83467

INTERESTED? Contact Lin Gray, Director: 208.756.1188 or lgray@sacajaweacenter.org

If you are ready to apply send your cover letter, resume, and City of Salmon application (found at www.cityofsalmon.com) to the email address listed above. Applications that do not include these three items will not be considered.

APPLICATION DEADLINE: OPEN UNTIL FILLED, PREFERENCE WILL BE GIVEN TO APPLICANTS WHO SUBMIT THEIR INFORMATION BY **MONDAY APRIL 25TH, 2016.**