Sanctuary Exploration Center Intern Job Description

Position: Sanctuary Exploration Center Summer 2015 Intern – Public Programs

Supervisor: Chelsea Prindle, Sanctuary Exploration Center Education Specialist

Location: Monterey Bay Sanctuary Exploration Center, 35 Pacific Ave, Santa Cruz, CA. 95060

Qualifications:
- An interest in the natural world, teaching, and enthusiasm for the environment,
- Enjoy interacting with the public and being a proactive member of a team, including being dependable and responsible
- Competent computer skills including Microsoft Excel, Word and Powerpoint.

Essential Duties:
1. Assist in creation of content for exhibits
2. Assist in creating content for our interpretative iPads
3. Assist in the creation of materials for guided tours
4. Work in the Gift Shop and front desk when needed
5. Assist with public events

Requirements: Volunteers are representatives of NOAA’s Monterey Bay National Marine Sanctuary and must maintain a professional appearance and demeanor at all times. Other requirements include:

- Current or recent college graduate
- Communicate via email
- Receive and follow directions from the Sanctuary Education Specialist
- Be able to lift up to 15 pounds
- Use stairs or elevator
- Sit and work at a desk setting for up to four hours
- Learn and follow safety and emergency procedures

Commitment: Spring 2015 internship will be from April 1st – June 5th on Wednesday’s from 9:00am-3:00pm and Thursday’s from 10:30am-4:30pm, totaling 120 hours.

Benefits: Gain knowledge about Marine Protected Areas and marine science; gain valuable work experience in program development including education training, discount prices in the gift shop; invitations to special events; and volunteer appreciation programs.

Signature Date