

Volunteer Job Descriptions and Internships

Exhibit Hall Monitors – work directly with the DSP guests to create a fun, safe, interactive learning environment. Monitors will also provide educational material, assist in maintaining clean, picked up exhibit halls, and assist with special events

Requirements: Age: 14 years and older

8 hours per month

Commitment: 1 year minimum

Hours Available: Monday – Saturday 9:00- 5:00, Sunday 1:00 – 5:00

Adult Volunteers – includes behind the scenes work in education, administration, exhibit halls, and special events

Requirements: 18 & over, detail oriented, computer knowledge, good communication skills, and a willingness to work with children for short periods of time to encourage play and exploration.

8 hours per month

Commitment: 1 year minimum

Hours Available: Monday – Saturday 9:00 – 5:00, Sunday 1:00 – 5:00

Camp Volunteers – help children learn about science and math through play, while assisting teachers during camp classes and keeping the campers safe in a positive, fun, learning environment. Camp volunteers will also be required to prepare snacks and maintain supplies and classroom during camp sessions.

Requirements: 14 years and older

Commitment: 1 week minimum up to 6 weeks (summer)

Monday – Friday

Corporate/Group/Special Events Volunteers – Assisting staff members and other volunteers for events or projects. Duties include, but are not limited to art activities, maintenance, runner, set-up, and tear-down

Requirements: As needed basis

Commitment: Event or project dates

Internships – College applicants have 3 areas of opportunities offered at DSP

Marketing:

Requirements: knowledge of graphic design, copywriting, journalism, marketing/advertising, and web design
Commitment: a minimum of 1 semester and a maximum of 1 school year flexible hours per week, would be expected to meet deadlines

Membership Development/Admin. Assistant:

Requirements: knowledge of data entry, administration skills, MS Outlook, and grant writing a plus.
Commitment: 1 semester minimum and 1 year maximum, expected to meet deadlines

Exhibit Design/Build –

Requirements: knowledge of design, construction, Google Sketch-up or Auto Cad programs
Commitment: Project based

Benefits

- Be a part of the DSP Team – a Parent Magazine top 25 science museum and Best Downtown Business in
- Flexible scheduling
- Involved in an environment of learning
- Letters of recommendation
- School credit hours if professor approved
- Character and professional building skills
- Strengthens Resume/portfolio

If you are interested in our internship program, please contact Jannabeth@discoveryscienceplace.org or send resume and cover letter to: Discovery Science Place

**Attn: Jannabeth Kelly
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