

TITLE: Corporate Partners Intern

Reports to: Volunteer Programs Manager

POSITION: Part-time 19 hours per week (Stipend available through UNTDallas)

Desired Availability: Monday, Tuesday, Thursday, and an occasional Saturday from 8:00am-2:00pm

Summary of Responsibilities and Essential Job Functions:

Our Corporate Partners Intern will play a pivotal role in creating memorable and enriching experiences for Teens participating in our ConnecTEEN program. The Corporate Partners Intern will oversee all aspects of ConnecTEEN participants placed with our industry partner workshops. This includes coordinating workshop logistics, on-the-floor teen training, and monitoring workshop project progress. The Corporate Partners Intern would be the direct point of contact between industry partners and teens. Alongside the Discover Camp Intern, the Corporate Partners Intern would support in planning catered lunches, and teen weekly recognitions, and attend and facilitate parts of orientation. This role requires strong organizational skills, leadership abilities, and a genuine passion for working with teens.

Essential Job Duties and Responsibilities:

- Oversee daily operations, including check-in/out procedures, scheduling, and teen assignments.
- Provide ongoing support, guidance, and supervision to ensure teens adhere to workshop policies and procedures.
- Maintain inventory of supplies and equipment, ensuring they are adequately stocked and in good condition.
- Design and develop age-appropriate activities, workshops, and events to engage teens during morning meetings.
- Create a well-rounded schedule that includes educational, recreational, and creative activities for teens.
- Other duties as assigned

Required Qualifications:

- Proficient working knowledge of network computers and various software programs including Excel, Word, Outlook and Power Point is required.
- High School diploma

Preferred Qualifications:

- Interest in Volunteer Management, Education, Social Work, and/or Community Psychology

Personal Characteristics:

- The Discovery Camp Intern shall demonstrate competency in all of the following -
- Ethical Behavior – understand ethical behavior in business practices and ensure that personal behavior and behavior of others is consistent with these standards and is

aligned with the values and mission of the Museum of Nature & Science.

- Relationship Building – establish and maintain positive working relationships with others, both internally and externally, in order to achieve and represent the goals and ideals of the Museum and the volunteer program.
- Effective Communication – Speak, listen and write in a clear, concise, thorough and timely manner using appropriate grammar and effective communication tools and techniques.
- Customer Service- Focus on customer service, foster teamwork and serve as a positive influence for others.

Working Conditions:

The Corporate Partners Intern is in an office environment, but effective completion of the duties outlined may require them to travel to non-standard workplaces, within a reasonable distance.

Required to stand, bend, stretch, occasionally lift and carry 15-20 pounds, and may occasionally walk long distances.