Youth & Family Engagement Intern

Department: Education
Reports to: Education and Volunteer Coordinator

Basic Purpose
At the Holland Museum, we strive to share the personal stories behind the historic objects in our collection and encourage our visitors to make modern-day connections with the people and places of the past. This position will be responsible for supporting that goal by enhancing the museum’s community outreach initiatives through work with the Meet Up and Eat Up summer meal program. This position will actively develop offsite educational programs for children and will facilitate group activities in a casual, family-focused setting.

About Meet Up and Eat Up
Meet Up and Eat Up is a national summer meal program that was created to ensure that children have access to healthy and nourishing foods, even when school is not in session. The program serves children ages 18 and under, providing them with food, physical activity, educational enrichment, and social engagement Monday-Friday from mid-June through August. The Holland Museum, in partnership with the Ottawa County Food Policy Council, has participated in the Ottawa County Meet Up and Eat Up initiative in Holland since 2015. Representing the Holland Museum, two Youth & Family Engagement Interns will be onsite five days a week at several sites, facilitating activities, coordinating volunteers and community partners, and engaging children and families in the history of the Holland community.

Responsibilities and Accountabilities
- Greet and interact with children and families participating in the summer meal program in an open, friendly manner.
- Develop unique ways to engage and build relationships with the local community.
- Work with museum staff and community partners to create a monthly calendar of daily activities for the site, to be submitted to supervisor for approval at least two weeks prior to the start of the month.
- Staff all summer meal program hours at the Holiday West site, as well as additional hours as assigned.
- Attend monthly committee meetings on behalf of the Holiday West site alongside museum staff and our community partners.
- Support the distribution of marketing materials to promote Meet Up and Eat Up in the community.
- Perform historic research using sources from archival documents, Internet databases, etc.
- Generate reports, manuals, activity plans, program curriculum, etc. as assigned based on findings from site data and historic research.
- Assist in training and managing on-site volunteers.
- Maintain a professional demeanor at all times, including during training sessions and with other staff and volunteers.
Perform a variety of other administrative and clerical functions in support of the department’s mission including: assisting with correspondence; coordinating mass mailings; preparing materials for tours, programs, and exhibits, etc.
- Other duties as requested or assigned.
- Act as part of a Summer Intern Council that will tackle issues of cultural importance for the community that the Museum serves. The Council will be guided by the Museum staff to complete a project that will develop leadership and communication skills. Responsibilities include:
  o Look for opportunities to address issues that require cross functional skills, creative problem solving, relationship building, and an understanding of the greater organizational strategy of the Museum.
  o Meet with other interns over the course of the summer to develop sub teams and plans to address the project(s) they have chosen.
  o Commit to roughly 5 hours of work for the Council per week.
  o Sub teams will report back to the museum staff to present results of project(s) at the end of the summer.

Education and Experience
High school diploma or equivalent required. BA/BS in a related field preferred. Demonstrated experience working with preschool and elementary-aged children. One to three years’ experience working in customer service. Proficiency in Spanish preferred.

Job Knowledge, Skills, and Abilities
- Must be outgoing, with exceptional customer service and communication (verbal and written) skills.
- Willingness to learn, a “can do” mentality.
- Creative, with analytical and problem-solving skills.
- Able to work independently and follow through on tasks to completion.
- Ability to work with a diverse public and a diverse workforce.
- Ability to perform physical tasks (lift 30 lbs.) with physical mobility and ability to climb stairs.
- Must have valid driver’s license and must be able to provide own transportation to and from Holiday West site, the Holland Museum, and any meeting sites.
- Demonstrated computer proficiency, including an excellent working knowledge of Microsoft Windows/Mac OS, email, the Internet, etc.
- Ability to pass a background check.

Work Schedule
15-20 hours per week. Must be available to work Monday-Friday during the lunch hour (11:30 a.m. to 1:30 p.m.). Additional time outside of regular summer meal program hours will be required for planning and meetings.

Compensation
A $800 stipend will be paid upon successful completion of the internship. Housing is not included as part of this internship.

To Apply
Submit cover letter, resume, writing sample, and the names and contact information for three professional references to Lexie White, Education and Volunteer Coordinator, at lwhite@hollandmuseum.org.