Youth and Engagement Intern

Department: Education
Reports to: Education and Volunteer Coordinator

The Holland Museum is an equal opportunity, equal access employer that is fully committed to diversity, equity, access, and inclusion in the workplace.

Basic Purpose
At the Holland Museum, we strive to connect with our community outside as well as inside the museum. This position will support the museum’s community outreach initiatives through developing children’s educational programs and activity kits for the offsite Meet Up and Eat Up summer meal program, conducting community walking tours, and representing the Holland Museum at other public outreach events.

Responsibilities and Accountabilities
- Youth & Family Engagement Interns will be onsite two days a week at several Meet Up and Eat Up sites, distributing STEAM based activities, and greeting and interacting in an open, friendly manner with children and families participating in the summer meal program.
  - Work with museum staff to create a monthly calendar of inclusive, weekly activities for the site, with program curriculum to be submitted to supervisor for approval at least two weeks prior to the start of the month.
  - Order all supplies and create activity bags for each week, keeping within budget.
- Conduct walking tours engaging community members in the history of the Holland community.
- Represent the Holland Museum at local summer outreach events like Juneteenth and Macatawa Water Festival, which develop and build the Museum’s relationships with a diverse local community.
- Maintain a professional demeanor, including during training sessions and with other staff and volunteers.
- Other duties as requested or assigned in support of the department’s mission including assisting with correspondence; coordinating mass mailings; preparing materials for tours, programs, and exhibits, etc.
- Participate in the Holland Museum Summer Intern Council. The Council will be guided by the Museum staff to design, research, and install an exhibition that will develop leadership and communication skills. Responsibilities include:
  - 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.
  - Meet with other interns over the course of the summer to develop sub teams and plans to address the project they have chosen.
  - Commit to roughly 5 hours of work for the Council per week.
- The Intern Council will report back to the museum staff to present results of the exhibition at the end of the summer.

**Education and Experience**
Must be currently enrolled in high school, undergraduate or graduate degree program, or a recent graduate. Demonstrated experience working with children and families. Experience working in customer service is preferred. Proficiency in Spanish desired.

**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 and a focus on DEI education.
- 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 Meet Up and Eat Up 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**
Youth and Engagement Interns must be available to work Wednesday-Friday including the lunch hour (11:30 a.m. to 1:30 p.m.), one evening a week, plus some weekend hours as needed. Intern Council will meet weekly for two hours on Wednesdays. This is an on-site internship. Interns must work 20 hours per week and a minimum of 10 weeks, June-August.

**Compensation**
A $1000 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, and the names and contact information for three professional references to Michelle Stempien, Education and Community Programs Manager, at michelle@hollandmuseum.org. Materials must be submitted by Friday, March 25, 2022.