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# Example of Education Intern Job Description

Our innovative and growing company is looking to fill the role of education intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for education intern

* Data transfer from reports to spreadsheets
* Track and update pass rates
* Research industry competitors
* Assist with administrative and logistical tasks
* Organize outreach and social media efforts
* Produce summaries of training sessions and seminars
* Learn how to and effectively plan, implement and teach youth on school field trips, mainly pre-school to middle school ages and occasionally high school and adults groups
* Learn how to develop lesson plans and teach Summer Earth Adventures classes (day camps) for children age 2 years old through 7th grade with a focus on natural history and farming
* Be trained to perform chores at the Farm taking care of horses, chickens, pigs, goats
* Learn how to greet visitors, take admission for Aullwood property, answer phone calls and operate the front desk as the weekend Naturalist

## Qualifications for education intern

* Learning how the everyday tasks of a Nature Center are run (customer service, exhibit design, mailings, communication with volunteers, and the general public)
* Direct involvement in shaping educational initiatives/products/tools around the Rules of Golf as they are updated as a result of the Rules Modernization project
* Apply innovative thinking and new technologies to expand the reach of digital Rules of Golf education and to attempt to identify new ways to engage with the average golfer
* Involvement in mobile app development, the creation of online learning tools, and preparation of public reference materials/books
* College with graduation date expected in 2 years - before July, 2018
* Office Package Proficiency