Part time Internship opportunity:

Program Coordinator or Program Assistant

Hours per week: 4-7 hours, flexible times
Available: ASAP
Pay: Pay is dependent upon program enrollment and is not guaranteed. When programs are filled we usually pay $50-$75 per event for Program Coordinator. Assistant is an unpaid position but may be able to move up, depending on availability and experience. Summer Camp pay is $300 per week for Instructor, $500 per week for Lead Instructor.

Alvord Farm and Museum is a hands on childrens natural history museum and farm located in West Eugene on 23 acres. Karen has been coordinating the museum for 7 years, and this position would involve working with her to plan, market, and lead family oriented tours, summer camps, and Playshops (events). There are curriculum resources available. Not necessary to have experience with farm animals, as there are farm caretakers who see to them, but it is helpful if you are comfortable around animals.

Must be reliable, have own car and cell phone, internet access and be able to pass a criminal history check. Must love working with kids and the outdoors and have some knowledge of general natural science/ animals/ plants, etc. Knowledge of indigenous native people/ pioneers/ local history is a plus. If hired you may be asked to complete a first aid/ CPR course which we pay for.

You need to have excellent communication skills, enthusiasm for the job, not mind getting dirty, and be available to lead programs (dates for programs are flexible.) You must be able to interact with farm hands, staff, resident family members, and visitors in a friendly, polite and professional manner and be able to handle some flexibility and quick problem solving. Bonus points if you have led nature classes for kids in the past.

Some duties may include: social media, flyering, talking to teachers, tabling at events, registering families for events, set up and clean up, planning and coordinating with volunteers, emails and phone calls, cleaning, sorting and cataloging, designing new museum educational games/ interfaces, creating brochures and graphics, leading kids in outdoor and indoor activities, assisting on the property with trail maintenance, brush removal, etc.