

**Organization:** Friends of the National Zoo (AZA Member)

**Location:** Front Royal, VA, United States

**Job or Internship:** Internship

The FONZ education department at the Smithsonian Conservation Biology Institute in Front Royal, VA campus seeks an intern to coordinate education programs.

### Duties and Responsibilities

Duties will vary with season, but all interns will assist with administration functions associated with tours, campouts, volunteers and other education programs and with the development and delivery of education programs. This position will require contact with school groups and the general public. Below are specifics for the different times of year.

#### Spring (March – May)

- Coordinate tours and lecture series
- Visit schools to deliver outreach programs

#### Summer (June – August)

- Coordinate the Conservation Campout overnight program including registrations, supply orders, activity planning and set up, and guest/staff/host confirmations. Intern will also host these overnight programs
- Coordinate tour program
- Assist with FONZ Nature Camp as needed

#### Fall (September – November)

- Coordinate tours and lecture series
- Work with scientists and animal care staff in planning for member event
- Visit schools to deliver outreach programs

Winter (January – February)

- Visit schools to deliver outreach programs
- Assist with program planning

Required Qualifications

- Minimum of two years college, or current undergraduate or graduate student in science, education, biology, or related field required.
- Experience in formal or informal education preferred.

Stipend

This is an unpaid position and no stipend is offered. FONZ does not pay for transportation to Front Royal, VA. On-site housing is provided.

This internship provides valuable program planning experience and will add value to resume as intern applies for jobs in the future.

FONZ is willing to work with an intern's school to obtain credit hour for internship, but it is the intern's responsibility to verify availability through their school.

Location

Smithsonian Conservation Biology Institute

1500 Remount Road

Front Royal, VA 22630

Dates and Hours

The intern will work for 40 hours a week for 3 months with the exception of winter which is a two month internship.

To apply

Please send the following to Laura Linn by email – [linnl@si.edu](mailto:linnl@si.edu)

- Cover sheet explaining why you want this internship. Please include name, address, phone number and email address and which season you are available.
- Resume or CV summarizing education (including current academic status) and employment experience.

As an equal opportunity employer, FONZ values workplace diversity