Position Announcement

Education Programs Intern

Apply by: February 15, 2020
Duration: 1 yr with flexibility of spring start date
Compensation: $15.55/hr in FY18/19; 35 hour work week plus excellent benefits as a Swarthmore College employee; also receives support to attend educational programs.
Contact: Julie Jenney, Educational Programs Coordinator or Claire Sawyers, Director
E-mail: Claire Sawyers - csawyer1@swarthmore.edu or jjenney1@swarthmore.edu
Telephone: 610-328-8025
Fax: 610-328-7755

The Scott Arboretum Education Programs Internship offers unique work experience in a campus arboretum well-suited to an individual interested in a career in public horticulture. The intern has opportunities to meet and work with other professionals in the Philadelphia region, an area rich in public gardens, and to attend educational events at other institutions. This is a one-year appointment. Work activities include assisting the Educational Programs Coordinator with educational programming, special events, publications, interpretation, marketing, promotion, and working with volunteers. The intern is eligible for $6,000 in support for approved international and professional development travel.

Qualifications: Good communication skills, an attention to detail, knowledge of pertinent technology and computer programs, interest in working with volunteers and the public are also desired. Individuals must be willing to work some weekends and evenings. An interest in public horticulture is important.

About the Scott Arboretum: Located in the “garden capital of the United States,” the Scott Arboretum of Swarthmore College has been called “the most beautiful campus in America.” The Scott Arboretum is situated on the 400-plus acre campus of Swarthmore College, an excellent liberal arts college, located 11 miles southwest of Philadelphia.

Established in 1929, the Arboretum has been accredited by the American Alliance of Museums and is a level III accredited arboretum in ArbNet. Volunteers play a key role in activities and assist full-time staff of about 20 people in maintaining outstanding collections of ornamentals of over 4,000 taxa and a variety of special gardens. For more information visit scottarboretum.org

To apply:
Online: go to Swarthmore College’s website: https://www.swarthmore.edu/human-resources to apply online

Please include a cover letter, resume, and a list of at least three references with phone numbers.

For additional information, contact:
Scott Arboretum of Swarthmore College
Attn: Claire Sawyers
500 College Ave.
Swarthmore, PA 19081
610-328-0825