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POSITION ANNOUNCEMENT

BCAP EXPRESS SUMMER COLLEGE INTERNSHIP

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES

Heart of Brooklyn is seeking an intern with the Education Division to assist with its **BCAP Express** summer program.

BCAP Summer Camp is a full-day camp for youth ages 7 – 12 that weaves exciting connections between art, science, culture and nature—all in fun and educational settings.

BCAP Express is a tour service that provides area day camps with staff assisted tours at each Heart of Brooklyn member institution: Brooklyn Botanic Garden, Brooklyn Children's Museum, Brooklyn Museum, Brooklyn Public Library, Prospect Park and Prospect Park Zoo.

EXAMPLES OF TASKS

- Light administrative assistance (photocopying, answering phones, etc.)
- Take responsibility for BCAP Express community outreach and marketing
- Assist in correspondence with families and tour groups
- Collect and organize supplies for selected activities
- Help supervise groups during lunch periods and while traveling
- Chaperone BCAP Express groups during their guided tours at each HOB site

QUALIFICATIONS

The ideal candidate for this position will have an interest in pursuing a career in education, science, the environment or the arts with a strong desire to work with children in informal teaching settings. College students and recent graduates are encouraged to apply.

- Must have completed first year of college.
- Have strong verbal and written communication skills.
- Must be courteous and possess high energy level.
- Have patience and willingness to see things from a child's perspective.

LENGTH OF EMPLOYMENT

June – August, 2010
Full time, Monday – Friday.

PAY

Unpaid position. \$1000 summer stipend.

To apply, please send cover letter, resume, and three references to:

**BCAP Express Summer Internship
Heart of Brooklyn
789 Washington Avenue
Brooklyn, NY 11238**

E-mail: camp@heartofbrooklyn.org

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