



HAVERFORD COLLEGE

Arboretum Education Intern Position Description

Reports to: Arboretum Director, Program Coordinator, and Plant Curator

Term: Summer 2025: May 27th through August 29th (end date flexible)

When: Monday - Friday 6:30 am-3:00 pm (40 hours)

Function: Education interns will receive hands-on training and perform duties including but not limited to event preparation, spreadsheet organization, educational programming, volunteer coordination, photography, social media, and archival work.

Duties:

- Performs all phases of work pertaining to the management of the Arboretum
- Perform Arboretum administrative work (including the archives, spreadsheets, and plant collection)
- Assists in Arboretum event setup and check-in and helps lead at least one Arboretum tour/educational program
- Operates power tools and equipment including but not limited to golf carts
- Participate in Arboretum project days which may have a grounds management or horticultural focus
- Participate in all intern sessions as scheduled (typically trips/educational sessions and curator-led plant ID walks)
- Special event preparation
- Participates in sustainability work on campus
- Other duties as assigned

Qualifications:

- A strong interest in horticulture education and/or an academic background related to education or a closely related field
- Good organizational, management, and English communication skills
- Must be able to climb ladders, bend, and reach and lift (minimum 30 lbs/maximum 50 lbs)
- Must be willing to work in all weather conditions
- Must be able and willing to work independently and as part of a team
- Possess a valid driver's license
- Must have completed at least two years of college education (no first-year applicants)

Interested applicants should submit an application containing a cover letter, resume, and three references by Friday, January 31st, 2025. Application deadline is rolling and positions may be filled before the end of the application period.

Application - <https://forms.gle/aXnfoaBayZGsWE4y5>