

Job Title: Special Events Intern

Name/Title of immediate supervisor: Richard Lansdowne, Operations Manager

Employing Agency: Ithaca Children's Garden (ICG)

Agency Address: 1001 W. Seneca St. Suite 101 Ithaca, NY 14850

Agency Phone: 607-319-4203

Email Address: richard@ithacachildrengarden.org

Website: www.ithacachildrengarden.org

Work site: 1001 W. Seneca St. Suite 101 Ithaca, NY

Wage: \$12.50 per hour (Federal Work Study required or unpaid internship)

Hours per week: 25-40 hours per week

Start Date: May 31

The mission of Ithaca Children's Garden is to inspire the next generation of environmental stewards through engaging hands-on activities, child-led explorations, and embodying the Playwork Principles of supporting child-led free play.

Work with ICG's administrative and education teams to support the development, execution, documentation, and evaluation of special events at Ithaca Children's Garden. Summer ICG events include ReJunevate (June 8), International Mud Day (June 30), and the GIAC Garden Campout (July, date TBD). Support ICG's participation in community-hosted events, and serve as primary point of contact for inquiries related to ICG events.

Additional duties include cultivating and stewarding sponsors, coordinating and distributing publicity for events, coordinating volunteers, event documentation, and support thanking all volunteers, sponsors, and participants.

Responsibilities:

- Serve as lead point person for ICG events
- Coordinate event publicity and news releases
- Steward sponsors, volunteers, and media relations
- Document each event production from start to finish
- Develop and implement evaluation protocol for each event

Requirements:

- Ability to work as a team player.
- Solid oral and written communication skills.
- Ability to juggle and prioritize multiple tasks on a timeline.
- Excellent organizational skills with attention to detail.

Please apply online: <https://ithacachildrengarden.wufoo.com/forms/stmvg2m192cixu/>

More information on ICG Summer Positions:

<https://ithacachildrengarden.org/about/employment/>