



Summer Internship Program Job Description

Position Title: Education Intern
Status: Non-exempt
Employment Category: Temporary (10 week internship)
Reports to: Education Manager
Approved: 1/19/21 TH, SCR, JD

Position Summary:

The Education Internship is designed to provide experience in developing and delivering experiential education programs for students, fourth grade through adults. Crow Canyon's educational philosophy specializes in the fields of Southwestern archaeology, anthropology, and American Indian studies. Responsibilities include teaching and supervising participants in Crow Canyon programs, curricula development, and preparing educational materials.

Education and/or Experience:

Advanced undergraduate or graduate course work in education, museum studies, archaeology, anthropology, American Indian studies, or a related field is required.

Essential Duties and Responsibilities:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education interns may assist with the following:

- Helping participants learn the culture history of the northern Southwest, especially that of the ancestral Pueblo people
- Teaching traditional skills and technologies
- Instructing participants in modern educational pedagogy
- Assisting with the supervision of lay participants
- Conducting tours of Crow Canyon's archaeological excavations, laboratory, and leading trips to other ancestral Pueblo sites in the Mesa Verde region
- Developing curricula related to Crow Canyon's education and research
- Developing and delivering distance learning programs
- Assisting educators in the classroom (indoors and outdoors) and in preparing class materials


Knowledge, Skills, and Abilities:

- Advanced undergraduate or graduate course work in education, museum studies, archaeology, anthropology, American Indian studies, or a related field
- Ability to work as part of the Mission staff team
- Ability to work well with students ranging from fourth graders to senior citizens, many of whom have no previous archaeological experience
- Ability to adapt to a dynamic work environment

Physical Demands:

- Must occasionally lift and/or move up to 50 pounds
- Must be able to regularly lift and/or move up to 30 pounds
- Must be able to work in adverse weather conditions including heat, rain, and snow
- Must be able to ascend and descend ladders for program activities
- Must be able to walk over uneven terrain
- Must be able to legally and safely operate a 15-passenger van and mini bus
- Must be able to stoop, kneel, reach, crouch, or crawl to perform essential job duties
- Must be able to sit for a prolonged period of time

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Remote work accommodations may be negotiated during the 2021 season.

Certificates, Licenses, and/or Registrations:

- Valid driver's license
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position
- Complete transportation-related training
- Current physical exam and health history completed by a licensed medical health care professional.