

Seasonal, Part-Time Girls in STEM Intern 2026

2 Positions Open



Job Summary:

The Museum of Discovery's Girls in STEM (GIS) Initiative gives girls ages 12-14 a free of charge, 5 day-long opportunity to explore science, technology, engineering, and math (STEM) careers. They engage in hands-on activities led by multiple female STEM professionals, encouraging them to continue their STEM studies and even pursue careers in related fields. For the summer of 2026, there will be 7 separate weeks of GIS camps plus two weeks of GIS outreach. The part-time GIS intern will aid the GIS Coordinator and GIS Assistant in executing camps, completing administrative work, and organizing camp supplies and schedules. An ideal candidate has experience in working with kids/pre-teens and is capable of handling independent tasks. Interest in STEM fields is a bonus.

Schedule:

This position has a non-typical schedule, and requires flexibility on behalf of the employee. The following are estimations of time worked by month, but may be subject to change.

May: need availability the last week of May (26-29) in order to complete CPR/First aid training if not already certified.

June: Will complete 25 hours the week of June 1-5 or June 15-19. Will complete 16 hours June 30th and 31st.

July: Intern will complete approx. 125 hours during the month of July, with July 6-10 requiring between 45-53 hours, and following weeks ranging from 20-30 hours.

A valid driver's license, current auto insurance, and reliable personal transportation required.

Department:

Education Department

Reports to:

Girls in STEM Coordinator, Becca Burks

Education:

Have completed high school and/or in pursuit of a bachelor's degree.

Workplace Values:

We are looking for applicants who line up with and exemplify our company values:

- *Imagination* – We are dedicated to providing an experience that fosters imagination and ignites passion.
- *Growth* – We are passionate about training our employees and recognizing the uniqueness of everyone.
- *Neighborly* – We strive for positive relationships, where everyone does their part to make them successful.
- *Integrity* – We adhere to the highest moral and ethical standards in all that we say and do.
- *Teamwork* – We are a diverse but unified team, working together to achieve excellence in all that we do.
- *Embracing Change* – We are always open to new ways to improve employee engagement.

Special Skills:

- Proficient Google and Microsoft Office skills
- Comfortable working with teen age groups in an educational setting
- Strong written and verbal communication
- Detail-oriented and organized
- Ability to work with a team and independently
- Ability to problem-solve in a timely manner
- Ability to organize time effectively and manage multiple tasks simultaneously

Job Responsibilities:

- Assist with Girls in STEM events, initiatives, and field trips, which may include:
 - Greet mentors and help set-up their activities
 - Lead/assist with drop-off, pick-up, transition times, breaks, and lunches
 - General cleaning, tidying, and maintaining inventory
 - Ordering and picking up lunches for participants
- Assist with Girls in STEM data collection and analysis through surveys
- Other duties as assigned by the Girls in STEM Coordinator

To apply, email your resume to Becca Burks Bburks@museumofdiscovery.org with

“GiS Intern Application (YOUR NAME)” in the subject of your email.