

## Position Description

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**Position Title:** Interpretation Internship

**Department:** Education Department

**Reports to:** Adult Education Manager

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**Organizational Description:** Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and subtropics between the latitudes of 26 degrees north and 26 degrees south, including Brazil, the Caribbean, Southeast Asia and Florida. The Garden's mission is to connect people and plants through display, education, conservation and science. The Garden's hands-on Vicky C. and David Byron Smith Children's Garden, along with 90-acres of beautifully restored native habitats, formal Gardens, walking trails, and Buehler Family Foundation Enabling Garden offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c) 3 organization.

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**Position Summary:** Naples Botanical Garden is seeing a motivated Intern to assist in the development and refining of interpretive materials for use in training volunteer garden docents. Volunteers play a key role in the Garden's interpretation and are often the primary source of engagement and informal education for visitors to the Garden. This position requires excellent written and interpersonal communication skills and experience using Microsoft Office suite. The successful candidate will assist the Adult Education Manager in all activities related to interpretation at the Garden, including preparation of training and interpretation materials and assistance in delivery of programming. The position is a paid part-time temporary internship position.

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### Primary duties and responsibilities:

- Responsible for the development and updating of interpretation materials and curriculum used in the Garden's Docent Training Program.
- Edit existing sections Garden's Docent Manual for format and content to reflect a standardized layout.
- Conduct research and interviews with senior staff and for the development of new sections of the Docent Manual.
- Complete new sections of the Docent Manual
- Standardize format of all presentations for docent training sessions.
- Digitize all docent training materials to ensure they are freely available to Garden volunteers.
- Assist the Adult Education Manager in other duties related to volunteer docent training and enrichment offerings.

## Requirements/Qualifications

The ideal candidate should:

- Possess excellent written and oral communication, organizational, and interpersonal skills;
- Be proficient in Microsoft PowerPoint, Word, and Publisher;
- Function effectively as a member of a team as well as work independently to see projects through to completion;
- Display a positive, flexible, and proactive attitude;
- Be self-motivated and organized; and
- Possess and maintain a valid Florida driver's license and have an acceptable driving record.

Experience working with volunteers is a plus.

Previous experience in interpretation and knowledge of plants is a plus.

**A pre-employment background check is required.**

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**To Apply:** Please provide a cover letter, resume, and contact information for three references by email to [resumes@naplesgarden.org](mailto:resumes@naplesgarden.org). Please include **Florida Garden Internship** in the subject line. To find out more about Naples Botanical Garden, please visit our website at [www.naplesgarden.org](http://www.naplesgarden.org). Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to age, creed, gender, national origin or ancestry, race, color, religion, veteran status, pregnancy, marital status, HIV status, genetic information, sexual orientation, handicap or mental or physical disability.