



1st Maker Space

Education Assistant Internship

Summer/Fall/Spring Semester

Join the 1st Maker Space team to assist with the development and facilitation of out-of-school time enrichment STEAM through making programs and events in our school and community maker spaces.

Requirements:

- Must be comfortable working with youth from K-12th grade
- University undergraduate and graduate students in Elementary or Secondary Education, Art Education, Science Education, Human and Child Development, or a related major supplemented by relevant work experience; Or any other training and experience that provides the required knowledge, skills and abilities.
- Some knowledge and/or experience working with 3D printers, laser cutters, vinyl cutters, sewing machines and/or hand tools
- Experience with hands-on, interactive curriculum delivery methods
- Must be comfortable with having a role of responsibility, working independently and exhibit initiative
- Good communication skills and collaborative work ethic required
- Respectful, appropriate behavior and dress
- Punctuality and proper time management
- Reporting to supervisors as required; Fulfilling all tasks as required

Responsibilities Include:

- Research and develop appropriate lesson plans and activities for maker spaces including project-based learning curriculum, hands-on, making activities and real-world, problem-solving projects
- Facilitate or assist in set-up, clean-up and preparation of programs and events
- Assist in the supervision of youth in programs and inform instructor of any disciplinary issues immediately
- Mentor and encourage creativity & exploration and hands-on learning
- Model leadership, a positive attitude, and a desire to learn & innovate
- Assist with the inventory of materials and supplies at maker spaces including ordering and collecting supplies
- Assist with documentation and portfolio development for maker spaces
- Coordinate schedule with FMS Education Director
- Provide own transportation to and from any maker space/program
- Develop a project related to a personal interest that is relevant to the internship and is agreed upon by FMS staff & university/college. Examples include curriculum project, assessment piece, open portfolio project, or online instructional webinar
- Completion of intern report at end of experience

Schedule Requirements:

- Availability in maker spaces from 3:00-6:00pm Monday-Friday; some weekend hours
- Office hours flexible between 9am-5pm Monday-Friday

Please fill out an application which can be found on our website at www.1stmakerspace.com. Send application and resume to Bethany Thomas at Bethany@1stmakerspace.com.