



POSITION DESCRIPTION

Duration:	2026/27 School Year (Semester 1 and/or Semester 2)
Job Title:	SAGE Center Intern
Supervisor:	Education Coordinator
Regular Hours:	5 - 15 hours a week
Schedule:	Somewhat flexible schedule Monday-Friday 10:00 a.m. – 5:00 p.m. With the exception of 2 nd Saturdays from 10 a.m. – 2 p.m., and Harvest Festival first Saturday in October, and Winter Market 1 st Saturday in December, see additional requirements regarding school visits under Semester Two

Overall purpose and objective of this position:

The purpose of this internship is to introduce the student to early childhood education (primarily ages 4 through 10) within the Sustainable Agriculture and Energy Center environment. During the internship the student will be assisting with planning and execution of SAGE Saturday events as well as our annual Harvest Festival and Winter Market children’s programming.

Scope of Work:

Semester One

- Assist with annual planning of SAGE Saturday activities within budget parameters.
- Help to expand marketing of SAGE Saturday program with the goal of increasing attendance.
- Execute SAGE Saturday’s the 2nd Saturday of each month.
- Plan and implement Harvest Festival Kids Korner (including activities such as pumpkin painting, petting zoo, obstacle course, etc.)
- Prepare and oversee a Kid Zone for the Winter Market (on family Saturday)
- Compile school contact lists for 2025/2026 school year and help Education Coordinator with school outreach as needed.
- Help SAGE staff to expand on current social media program.

Semester Two

- Execute SAGE Saturday’s the 2nd Saturday of each month.
- Help to expand marketing of SAGE Saturday program with the goal of increasing attendance.
- Assist with school visit program by working with small student groups as they tour the SAGE Center exhibit hall in a fun, safe and educational manner.

- Monday – Thursday, 9:30 a.m.– 11:30 a.m. availability would be ideal; or one hour/class period, at a minimum, within that time frame to assist with school visits.
- Assist Education Coordinator in making contacts to potential school visitors.
- Help to expand marketing of SAGE Saturday program with the goal of increasing attendance.

Preferred Skills

- Microsoft Word and/or Excel, Internet and Social Media familiarity
- Engage with children and families to promote a fun learning experience
- Strong attendance and work ethic background
- Team player with an outgoing customer service-oriented personality
- Prepared to work in inclement weather when venturing outdoors (special events)

Application Process

Application portal opens March 2nd, 2026, and materials required no later than April 3rd, 2026.

- Resume
- Cover Letter
- High School Intern Application