

INTERN JOB DESCRIPTION

Summer 2024

Indian Education for All Intern

Date: December 20, 2023

Title: Indian Education for All Intern

Department: Education

Position Reports To: Native Education Outreach Specialist Heather Bender

Status: Seasonal / Internship; 40 hours per week for 10 weeks

Summary: The Native Education Outreach Program will actively use the Plains Indian Museum's resources and collections to foster broader understanding and stronger exchanges between Native communities, the Center, and its many audiences. Interns will support this program by developing and reviewing teacher-submitted Indian Education for All lesson plans. In addition, interns will support the Native Education Outreach Specialist in disseminating resources and lesson plans to teachers statewide.

Goals for 2024 will be to add resources and content to Padlet (an accessible teacher resource application), review teacher-submitted lesson plans and prepare them for dissemination in online access portals such as Padlet and the Center's website and social media. Support 2024 IEFA On-site Professional Development for teachers in June. Work with Indigenous knowledge keepers, Native Education Outreach Specialist, and teachers statewide to support Wyoming Indian Education for All standards. In addition, the intern will support PIM artists-in-residence programs.

Job Duties:

- Develop an understanding of Wyoming Indian Education for All standards and create IEFA lesson plans using BBCW / PIM content and resources.
- Review / refine / revise IEFA lesson plans submitted to the Native Education Outreach Specialist by Wyoming teachers.
- Support Native Education Outreach Specialist in developing IEFA educator trainings.
- Support Native Education Outreach Specialist in developing and implementing museum educational programs for summer visitors.

Competencies:

- Experience in research and lesson plan development.
- Must be able to sit or stand for long periods of time.
- Demonstrated ability to work independently and collaboratively.
- Strong interpersonal, communication, and writing skills.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Advanced undergraduate or graduate-level students, and/or practicing educators seeking continuing education.
- Interest in Indigenous Studies; Indian Education for All; Culturally Sustaining Pedagogy; and/or Diversity, Equity, Access, and Inclusion strongly encouraged.
- Experience in research and lesson plan development.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			X	
Standing			X	
Walking			X	
Bending Over		X		
Crawling	X			
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying				
10lbs or less		X		
11lbs to 25lbs		X		
26lbs to 50lbs		X		
51lbs to 70lbs		X		
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.		X		
Near Vision			X	
Far Vision			X	
Color Recognition	X			
Hearing		X		

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside	X		
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat			X
Excessive Humidity/Dampness			X
Noise/Vibrations			X
Working with Chemicals/Detergents/Cleaners			X
Working Around Fumes/Smoke/Gas		X	
Walking on Uneven Surfaces			X
Motorized Equipment or Vehicles		X	
Working with Machinery/Motorized Equipment		X	
Climbing on Scaffolds or Ladders			X