
Esplanade Association

POSITION DESCRIPTION: Summer Programs Intern

Job Title: Summer Programs Intern
Department: Programs
Reports to: Programs & Partnerships Manager
Position Status: Part-Time (20 hours/week), non-exempt, 12 weeks, June 8 – August 31, with some flexibility

Position Description:

The Esplanade Association is seeking a **Summer Programs Intern** to help coordinate a wide range of free educational, recreational, and cultural programs for the community.

About the Esplanade Association (www.esplanade.org):

The Esplanade Association (EA) is a 20-year-old non-profit dedicated to revitalizing, enhancing, programming, and maintaining the historic Charles River Esplanade in downtown Boston. The Esplanade is a 64-acre park revered for its natural & cultivated beauty, riverfront access, miles of populated running trails, and thoughtful programming. In the last few years, the Esplanade Association launched the Lasting Esplanade Arbor Fund (L.E.A.F.) Initiative, curated three public art murals, produced nearly 75 high-quality annual events, advanced plans for a signature waterfront visitors center and two-acre landscape improvement at Charlesbank Landing, and much more. It's an exciting time to join a growing team at a small, visible, and successful non-profit!

Responsibilities:

Programs & Events

- Set-up, staff, and clean-up for programs in the park (e.g., assure signage and equipment are in place, manage sign-in sheets and waivers, make general announcements as needed, etc.)
- Serve as a polite, welcoming, friendly, and helpful representative of EA while staffing events in the park
- Set-up, staff, and clean-up for assorted fundraising events, in collaboration with fellow Development and Programs staff, including the Summer Dock Party on July 21
- Perform other duties as directed or as needed.

Qualifications:

- Experience working with children is strongly preferred
- Familiarity with cultural and recreational programs and events, including health and fitness, art, and youth is preferred
- Experience with Microsoft office suite is preferred
- Good writing skills & communication skills
- Good organizational skills, with strong attention to detail and follow-through
- Able to handle a variety of responsibilities simultaneously.
- Comfortable working in a team-oriented environment

- Positive, professional, and accommodating attitude
- Comfort leading groups and public speaking
- Passion for parks, recreation, and open space a plus!

Logistics:

- This is a paid position with sick time benefits. Compensation will be **\$16/hour**.
- The position duration is 12 weeks, beginning June 8 through August 31, with some flexibility on start and end dates but candidate **must** be available to work the full program summer season, July 11 through August 31.
- This position will work ~20 hours a week, with hours corresponding to programs and events, which will involve flexibility and an ability to work early mornings, evenings, and weekends.
- **Must** have a valid US driver's license and be able to drive a golf cart and must be at least 18 years of age.
- Willingness to work in both an indoor and outdoor setting.
- Will need to bend, stoop, reach, carry, climb, and lift as necessary to perform assigned duties.
- Must be fully vaccinated for COVID-19 unless candidate provides a proven medical or religious accommodation.
- Applicants are subject to a Criminal Offender Record Information (C.O.R.I) check and Financial Background check, however, we believe in rehabilitation and will provide any applicant the opportunity to address past work and life occurrences.

Application Process:

- Please email cover letter and resume to: jobs@esplanade.org with job title in the subject line
- Cover letter should include the answer to this question: "What is one of your favorite public spaces and why?"
- Each file name should include applicant's last name
- No phone calls, please

The Esplanade Association is an Equal Opportunity Employer and greatly encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key and valued component of our work to promote a welcoming, accessible, and inclusive experience on the Esplanade through an organization that is itself diverse and inclusive.