



The National Garden Internship

The United States Botanic Garden is an institution dedicated to demonstrating the aesthetic, cultural, economic, therapeutic, and ecological importance of plants to the well-being of humankind. The National Garden is the newest addition to the U.S. Botanic Garden – a three-acre oasis with a Regional Garden, Rose Garden, Butterfly Garden, and First Ladies Water Garden.

The National Garden Intern will focus on Educational Outreach through planning, implementing, and managing interpretive materials and programs for the public through hands-on involvement in the education programming of the National Garden. Responsibilities include writing interpretive materials about plants and garden displays, presenting informal interpretive programs to the public; helping to train volunteers on interpretive materials, and assisting with the development and implementation of special displays and events. Applicants must possess good organization, communication, people skills, creativity, and an interest in horticulture. Knowledge of horticulture, computer word processing and a willingness to work weekends are requirements for this Internship. This is a three-month position. The Intern will interact with the USBG staff and will work closely with the USBG Education Specialist. Note: this is not a federal position or part of the AOC internship program and no employee/employer relationship shall be established between the Intern and the U.S. Botanic Garden, the Architect of the Capitol, or the U.S. Government.

Benefits

- Reimbursement toward travel and living expenses during work at the National Garden not to exceed \$6,500.
- Opportunities to attend education programs at a reduced fee.
- Opportunities to visit other horticultural institutions and tour their sites.
- Access to the USBG library, a great resource for research on horticulture and related topics.

Expectations

- The position will last up to three months from mid-June to mid-September, but is flexible in order to accommodate the summer schedules of students.
- The Intern will be expected to work five days a week including some weekends.
- The Intern will create and implement at least five new educational programs in the National Garden.
- The Intern will help to plan and implement three Summertime Festivals in the Garden.



2010 Application Form
National Garden Internship

Name: _____ Male Female (please circle)

Date of birth: _____

Current mailing address: _____

City: _____ State: _____ Zip Code: _____

Dates during which you can be reached at this address: _____

Permanent address (if different): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alternate phone: _____

Email address: _____

School: _____

Major: _____

Degree (to be) earned: _____ Date of graduation: _____

How did you hear about this Internship? _____

Signature of applicant: _____ Date: _____

A completed application must include:

1. The application form
2. A copy of your resume
3. A short essay (approximately 200 words) explaining how this Internship fits into your future plans/professional goals and what experiences you hope to gain during this summer Internship.
4. Official transcripts of all college courses. (A minimum of two years of college in plant sciences or a related field of study is required.)
5. A reference from your academic advisor or a professor regarding your scholastic achievements and potential as an Intern.
6. A reference from a current or former employer, preferably from within your field of interest.

Only complete applications will be considered.

Mail application, essay, transcript, and reference letters in one envelope to:

USBG – National Garden Internship
245 First St., S.W.
Washington, DC 20024

Applications must be postmarked or emailed to usbg@aoc.gov by March 22, 2010.

NOTE: Internship acceptance is contingent (for finalists only) upon an interview in person with the Executive Director of the USBG, staff as determined by the Executive Director, and a member of the Board of the National Fund for the United States Botanic Garden as well as a U.S. Capitol Police background check. The U.S. Botanic Garden reserves the right to alter the program or its contents at any time without prior notice.

The USBG is committed to the principle of equal educational opportunities without discrimination by race, color, religion, sex, national origin, age, presence of a legally protected disability, or any other legally protected status. THIS IS NOT A FEDERAL POSITION.

For more information about the Internship, visit www.usbg.gov or call the National Fund Program

Coordinator at (202) 225-1281.