



Friends of Washington Crossing Park, Inc.
PO Box 1776, Washington Crossing, PA 18977

Description: Summer Internship (seasonal June-August 2022)

Compensation: \$1750 stipend for 200 work hours

Summer Intern Job Purpose: Serves visitors by providing back ground and tour information; assisting as a tour guide in the Lower Park, Bowman's Tower and Thompson Neely House tour.

Customer Service Representative Job Duties:

- Assist in guest services by providing information and answering questions to visitors
- Assist in site interpretation by working as a docent for educational groups and walk-in visitors
- Assist in general operations including answering phones, opening and closing procedures, and light housekeeping
- Serve as camp coordinator for our summer camp program (August 22-26, 2022)
- Prepares presentation for local Kiwanis Club at the end of the internship, explaining the nature and experience of the Internship
- Contributes to team effort by accomplishing related tasks as needed.

Skills/Qualifications:

- Candidate should possess skills in customer service, multi-tasking and basic computer skills
- Preferably upper high school student or college undergraduate working on a degree in history, museum studies or a related field
- Local students will be given priority
- Final candidate must pass PA and FBI criminal and child abuse background checks if over the age of 18

**Interested applicants should submit a resume and cover letter outlining their skill and desire for the position to Volunteer & Educational Programs Coordinator
Katherine Heugatter - kbecnel@washingtoncrossingpark.org**

Applications are due June 1, 2022