

## Environmental Education Internship

### **Company profile:**

The Rediscovery Centre is a national centre for waste education, research, innovation and enterprise development which aims to demonstrate excellence in waste prevention, reduction, reuse, recycling and recovery. Sustainability is at the core of the Rediscovery Centre, which aims to break away from the traditional views of waste and waste management systems and instead demonstrate the potential of waste resource. For more information please see [www.rediscoverycentre.ie](http://www.rediscoverycentre.ie)

Our new centre in Ballymun, the WISER LIFE project, is transforming the iconic Ballymun Boiler House into a 3D textbook; a novel interactive experience and learning environment designed to stimulate curiosity in the natural, physical and cultural environment and promote sustainable living for the circular economy. The Rediscovery Centre is very active in the field of waste and environmental education. The Rediscovery Centre offers a range of education workshops for primary and secondary school students, which focus on interactive, practical learning about environmental issues. The school workshops are linked to the national curricula and are based on hands-on enquiry and experiential learning tailored to class requirements. Workshops are offered in the Rediscovery Centre's Boiler House in Ballymun or onsite outreach workshops in schools covering topics related to science, technology, engineering and maths (STEM).

### **Education Admin Intern Responsibilities:**

The Education Admin intern would be responsible for the following:

- Assisting in the booking process of all the education workshops and activities, including contacting schools and groups by phone to confirm booking details
- Helping with all education administration including recording number of attendees, filing of booking forms and evaluation forms
- Liaising with education suppliers
- Assisting with education reports and funding applications
- Assisting in the promotion of workshops to schools, libraries, businesses and corporate bodies
- Provide support during education workshop
- Assistance in general administration under the direction of the office manager when required

The intern would also have the opportunity to assist and participate in our other Rediscovery Centre projects.

The intern will gain practical skills in all aspects of the administration of a very varied and busy educational programme. An induction to the Rediscovery Centre, on the job training and supervision will be provided.