

**TITLE:** Education and Stewardship Internship

**RESPONSIBLE TO:** Executive Director and Program Director



**OVERVIEW:**

Under the supervision of the Executive Director and Program Director, the Education and Stewardship Intern's primary responsibilities are to:

- Implement the GM GREEN water quality program for secondary students (Spring and Fall Semesters);
- Lead science, nature, and history-themed lessons for K-8 students participating in field trips, summer school, or summer camp.
- Plan and facilitate land management and stewardship projects for individual and group volunteers (all semesters)

**HOURS:**

Up to 40hrs/week. Hours and responsibilities will vary depending on intern's availability and program schedule. Individual schedule and work plan will be established at the onset of the internship. Some weekends and evenings will be required.

**RESPONSIBILITIES MAY INCLUDE:**

1. Supervise and instruct groups of preK-adult learners in an outdoor setting.
2. Provide care for students in compliance with state law and Woldumar policies.
3. Maintain and care for educational, recreational, and stewardship equipment.
4. Plan, promote, and facilitate educational activities both on and off-site.
5. Plan, promote, and facilitate stewardship activities on site.
6. Assist with site clean-up following each activity.
7. Assist in identifying stewardship, land management projects, and volunteer needs.
8. Maintain a positive working relationship with all co-workers, students, teachers, volunteers, parents, and visitors.
9. Be prepared and on time for scheduled work hours, programs, and meetings.
10. Work with the center's staff on all program-related grounds and facilities needs.
11. Uphold the personnel policies and procedures of Woldumar Nature Center and represent the organization in a positive, professional manner. Adhere to WNC code of conduct and dress code during working hours.
12. Assist with other duties related to Woldumar's mission as assigned.

**DESIRED QUALIFICATIONS & SKILLS:**

1. Must be at least 18 years of age and able to pass a background check.
2. Ability to develop and implement lesson plans in environmental and outdoor education.
3. Experience working with and/or supervising young people preferably in outdoor and group settings.
4. Background or interest in science, natural history, recreation, childcare, education, interpretation, outdoor education or other related fields.
5. Possess a strong dedication to the stewardship of the natural world, and to the education, personal development and care of young people.
6. Physical ability to work outdoors, lead hikes on rough terrain in all weather conditions, and provide first aid/CPR if necessary.
7. Computer competency in Google Apps.
8. Able to lift a minimum of 30 pounds.
9. Responsible, flexible, innovative, friendly, dedicated to environmental education, and must be able to work independently.

**ORIENTATION AND TRAINING:**

1. On-the-job training and orientation will be provided on-site by staff.
2. Opportunities for professional development. First Aid/CPR/AED certification training provided.

**Interested candidates should submit their cover letter, resume, and reference list (min 3) to Daniel Auer at [programs@woldumar.org](mailto:programs@woldumar.org) no later than April 1 of the current academic year.**