

**TITLE:** Education & Stewardship Internship

**RESPONSIBLE TO:** Program Director

**POSTED:** 1/10/2020

**APPLICATION INSTRUCTIONS:**

Submit cover letter, resume, and 3 professional references to Program Director Daniel Auer [programs@woldumar.org](mailto:programs@woldumar.org) by 4/1/2020.



**OVERVIEW:**

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

- Implement the ECO GREEN GM 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 (all semesters).
- 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 at all times. Adhere to WNC code of conduct and dress code during working hours.
12. Assist with other duties related to Woldumar's mission as assigned.

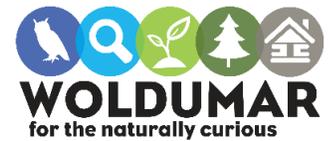
**DESIRED QUALIFICATIONS & SKILLS:**

1. Must be at least 18 years of age and able to pass a comprehensive 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 in a diverse and inclusive community.
6. Physical ability to work outdoors, lead hikes on rough terrain in all weather conditions, and provide first aid/CPR if necessary. Able to lift a minimum of 30 pounds.
7. Computer competency in Google Apps.
8. Strong written and verbal communication skills.
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.

This is an unpaid internship and required to be for undergraduate or graduate credit. Openings for fall, spring, and summer semesters.



### **WHO WE ARE:**

The Woldumar Nature Association is a 501(c)3 nonprofit organization with a mission “to educate people about the natural environment.” Since 1963, Woldumar has been a resource for area schools, families, and the entire Greater Lansing Community, offering seasonal day camps, field study, and educational community events. We serve over 6000 students each year.

Woldumar protects and restores over 180 acres of ecologically significant green space in southwest Lansing. A working farm before it was generously donated by Gladys Olds Anderson, the property now boasts prairie, pine forest, wetlands, and hardwood forest, bounded by over 1.5 miles of Grand River shoreline. Five miles of hiking trails are open daily to the public.

A community of association members, volunteers, and individual and corporate program sponsors help keep this tremendous local resource available. The nature center is a popular venue for weddings, meetings and conferences, birthday parties, and other social events which help raise funds to support our nonprofit mission.

Woldumar is governed by a board of directors elected by the membership, and operated by a small year-round staff currently consisting of an Executive Director, Program Director, Hospitality Manager and Groundskeeper. During an exciting time of growth for the organization, we strive to continue engaging more people in our existing programs while diversifying our offerings to reach new communities.

**DIVERSITY & INCLUSION STATEMENT:** Woldumar values a diverse and inclusive community and therefore does not and shall not discriminate on the basis of race, skin color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, attractional/sexual orientation, or military status, in any of its activities or operations. We are committed to the recruitment, retention, and development of a diverse workforce that represents the Greater Lansing Community.

**STAFF VALUES STATEMENT:** We are a staff who cares about Woldumar, its members, visitors and customers; the children under our supervision; our fellow staff members; and the quality of work we do. We strive to communicate effectively with each other and our constituents, and hold an organizational culture of honesty and integrity in the highest regard. We are willing to challenge the status quo and try new things as we share the responsibility of fulfilling Woldumar’s mission.

### **GUIDING PRINCIPLES:**

- 1) As staff, board members, volunteers, or members of the association, it is our duty to fulfill the mission, assure good stewardship of the resources we’ve been entrusted with, and raise funds to sustain and grow those efforts.
- 2) Woldumar is more than a park, it is a cause and a community.
- 3) Environmental education and natural areas should attract a diverse constituency.
- 4) Outdoor recreation provides a valuable gateway to conservation ethics and environmental education.
- 5) Spending time in nature is important to one’s physical and psychological well-being.
- 6) Scientific knowledge should uplift, encourage and inspire people.