

Environmental Education Internship Position Description

Title: Environmental Education Intern

Overview: The Environmental Education Intern position is the core of the community children and youth programming. This person is responsible for creating and delivering the weekly Eco-Discoverers program for 4-7 year olds, and the weekend "Nature Nook" activities. In addition, this position will assist in greeting and guiding visitors, leading on- and off-site adventures for all ages (hikes, canoe/kayak trips) and a variety of other programs.

Hours: 40 hours/ week including rotating evenings and weekends

Length of Service: 12 weeks, approximately (May 29 – August 24)

Compensation: \$800 monthly salary + free shared offsite intern housing

Requirements:

- **General:** Excellent oral and written communication skills. Strong organizational skills. A cheerful, positive attitude. Reliable, self-motivated and independent. Basic office skills, data entry, and record keeping. CPR/ First Aid Certification (Lifeguard Certification strongly preferred). Valid driver's license.
- **Environmental Education:** Major in education, environmental science, outdoor recreation, natural resources, wildlife biology, or a closely related field. Experience leading and/or teaching groups of children. Basic understanding of the ecology and natural history of the Wisconsin environment, plants and animals.

Responsibilities and Opportunities:

This position is responsible for, and will gain experience in, the following three main areas:

- 1. Delivering high-quality, engaging programming to kids of all ages.**
Develop weekly curriculum and marketing materials. Prepare the classroom and materials. Lead (or train and schedule volunteers to lead) the weekly programs. Keep accurate records of attendance and activities.
- 2. Sharing your passion and knowledge of Wisconsin's natural history.**
Assist in leading hikes, canoe/kayak adventures as needed. Greet and help educate visitors to the site.
- 3. Participate as part of the dedicated Education Team at the Discovery Center**
Work a flexible week including evenings and weekends depending on classes and schedule. Assist in programs, special events, and community outreach. Communicate needs to and be willing to help other staff members when needed.

You will gain experience in: Curriculum development, Volunteer supervision, Field Trip and Program Coordination, Record Keeping, Marketing.

Individuals interested in this position should send a letter of interest, résumé, and three references by March 1, 2012 to:

P.O. Box 237, Manitowish Waters, WI 54545

Email applications to: contact@discoverycenter.net

(please include "Environmental Education Internship" in title)

The North Lakeland Discovery Center is a premier not-for-profit environmental education center located in Wisconsin's scenic Northwoods. Our 63-acre site is situated among forestland, wetlands, and wilderness lakes and rivers within the 240,000-acre North Highlands State Forest. The Discovery Center's activities and experiences promote stewardship of natural and cultural resources, and connect people to nature through education, recreation and research. Our events, facilities, recreation opportunities and engaging outdoor programs encourage lifelong learning and create a sense of community, well-being and fun!