



Environmental Volunteers

Internship Job Description

Title: Teaching Intern, 2017/2018

Summary:

Environmental Volunteers is an award-winning environmental education organization with 45 years of experience assisting volunteers to share their love of nature with 10,000 youth annually. Our classroom-based programs utilize hands-on learning stations to inspire students, and foster a sense of environmental stewardship.

Environmental Volunteers seeks a dedicated college or graduate-level intern for the **2017-2018 academic year**. The intern will report to the Environmental Volunteer's School Programs Manager. Following the completion of our intern training program, the intern will work an average of eight hours per week and will take on the following responsibilities:

- Assist in teaching Environmental Volunteers programs to elementary level children (K-6).
- Work cooperatively with teachers, Environmental Volunteers staff, and volunteers in teaching classroom curriculum.
- Actively demonstrate to children a respect for the environment, humans, and other organisms.
- Keep up-to-date about program and materials changes within the Environmental Volunteers organization.
- Participate in material management and maintenance on a regular basis.

Qualifications:

The Teaching Intern should be an undergraduate or graduate student, with experience in at least one of the following areas: environmental studies or environmental science; education or outdoor education; or biology. The intern should also possess these qualifications:

- Desire to work with elementary school children in the classroom
- Interest in natural science and a desire to learn more about specified topics
- Strong commitment to improving children's knowledge of the environment
- Ability and desire to work cooperatively with a variety of people and ages
- Ability to manage a fluid schedule
- Good communication skills

Requirements:

The Teaching Intern will agree to uphold the Environmental Volunteers mission of promoting understanding of and responsibility for the environment through hands-on science education.

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Training requirement: Before the intern will be able to begin teaching, he/she must complete a special two-day intern training class to get ready to work in classrooms. The intern must attend both days, and he/she will be paid for this time.

Upon completion of the requisite training, the intern must be available to work an average of eight hours each week, **starting in the Fall of 2017 and going through June 2018**. Environmental Volunteers programs take place **during the school day**, and a prospective intern must have at least 6 hours of availability during that time period each week. Due to the nature of the program scheduling, the intern's schedule will be irregular but flexible.

Note: The intern will need to provide his/her own transportation to/from the schools and field trip sites in Santa Clara and San Mateo counties. In addition, the intern must possess a valid California driver's license and must submit proof of auto insurance. As a staff member working with children, the intern will also need to be fingerprinted and have a current TB test within 3 weeks from the start of employment.

Compensation:

In addition to being paid an hourly wage of \$12/hour, the intern will be partially compensated for mileage. The intern will also receive these benefits:

- Paid training provided, including training materials, and mentorship from volunteers.
- The opportunity to participate in optional enrichment activities.

To apply, please email resume and completed application form **no later than September 15th** to:

Toby Goldberg; School Programs Manager
SchoolPrograms@EVols.org

Applications accepted until positions are filled.