



Environmental Volunteers

Internship Job Description

Title: Environmental Education and Non-Profit Management Intern

Summary:

Environmental Volunteers is an award-winning environmental education organization with over 47 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, while our community programs help connect all ages with the natural world, as we strive to foster a sense of environmental stewardship.

Environmental Volunteers seeks dedicated college or graduate-level interns for the 2018-2019 academic year. Each intern will participate in both the formal classroom programs for grades K-6, as managed by the School Programs Manager, and one of **4 additional focus areas:** Education Materials, EcoCenter Support, Communications and Outreach, and/or Non-Profit Development and Operations.

Each intern will work an average of 8-hours per week, comprised of approximately 4-hours in classrooms throughout Santa Clara and San Mateo counties, and an additional 4-hours on their secondary area of focus. Following the completion of our environmental education training class (see "Training Requirements" below), each intern will take on the following responsibilities:

- 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.

Training for each of the 4 additional focus areas will be determined by the specific Environmental Volunteers staff member managing that focus area. Specific schedule and training requirements will be discussed upon hire. However, interns should be prepared to participate as follows:

Education Materials Interns:

- Assist with education kits' inventory and maintenance
- Update online Wiki pages

EcoCenter Support Interns:

- Serve as an interpretive docent with members of the public.
- Be point-of-contact for after hours rentals at the EcoCenter
- Deliver private EcoCenter programs
- Assist with projects related to the visitor experience in the nature center

Communications and Outreach Interns:

- Assist with regular newsletters and other social media postings
- Share the Environmental Volunteers message with the public at tabling events

Development and Operations Interns:

- Assist with events, data entry, and other fund development projects
- Work closely with staff on operations and events

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Minimum Qualifications:

The Environmental Education Non-Profit 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 K-6 appropriate curriculum
- 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
- Reliability and dependability
- Careful attention to detail
- Ability to both follow instructions and to work independently
- Basic internet and computer skills (online searches, Word, Excel, etc.)

Additional Desirable Qualifications:

Each of the 4 additional non-profit focus areas may also draw upon one or more of the following skills:

- Experience with arts/crafting, sewing, building, and/or robotics, or an interest to learn
- Website design or editing
- Marketing and social media experience
- Familiarity working with databases and/or online software
- Ability to do independent online research and fact-checking

Requirements:

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

Training Requirements:

Before each 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. Each intern must attend both days, and he/she will be paid for this time. After the formal classroom training, each intern will also complete both an observational service and a supported service in a classroom, accompanied by Environmental Volunteers staff. Exact date and timing will be determined by the available programs schedule.

Upon completion of the requisite training, **each intern must be available to work at least 4-hours each week during the school day (Mon-Fri, 8AM-3PM)**, through June 2019. Due to the nature of the school program scheduling, the intern's schedule will be irregular but flexible.

Communications/Outreach and Development/Operations interns will need to have 4-hours of additional availability during the work week (Mon-Fri 8AM-5PM), with occasional weekends possible. **EcoCenter Support interns will need to have at least one Saturday a month available.** The specific schedule for each focus area will be determined upon hire and should include some flexibility to coordinate with the school programs participation; we will also do our best to work with the intern's other commitments.

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Important Notes:

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 staff and volunteers.
- The opportunity to participate in optional enrichment activities, such as monthly Area Meetings and curriculum training.

To apply, please email both a **resume and completed application form** to:

Toby Goldberg; School Programs Manager, SchoolPrograms@EVols.org

An online application form is available on our website (www.evols.org/careers); this must be completed and submitted before a candidate will be considered.