



# Environmental Volunteers

## ***Rising Leaders Internship – Position Description***

*Title:* Environmental Education & Non-Profit Management Intern

*Summary:*

Environmental Volunteers is an award-winning environmental education organization with over 48 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 one full-time, dedicated intern for the summer of 2019. The Intern will participate in both summer programs for visiting students (typically ages K-8), as managed by the Programs Manager, and will focus on Education Materials, EcoCenter Support, Communications and Outreach, and/or Non-Profit Development and Operations.

Each intern will work an average of 32 to 36 hours per week, comprised of approximately 10-hours with visiting summer camps from Santa Clara and San Mateo counties, and an additional 22-hours on their other areas 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 conducting curriculum at the EcoCenter.
- Support program logistics within the Environmental Volunteers organization.
- Participate in professional development trainings for staff through the summer and to be available for other opportunities as they come up.

Training for each focus areas will be determined by the specific Environmental Volunteers staff member managing that focus area. Training is led by the Education and Training Director with support by the School Programs Manager. Specific schedule and training requirements will be discussed upon hire. However, the Intern should be prepared to participate as follows:

**EcoCenter Management:**

- 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

Education Materials:

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

Communications and Outreach:

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

Operations:

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

*Minimum Qualifications:*

The Environmental Education Non-Profit Intern should be an undergraduate 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 manage a nature center or work with elementary school children and families
- 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 (Word, Excel, etc.)

*Additional Desirable Qualifications:*

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

- Experience with arts/crafting/sewing/building/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. The 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, **the Intern must be available to work at least 32-hours each week**, from May through September 2019.

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 will involved support on at least one Saturday a month available.**

The specific schedule will be determined upon hire and should include some flexibility to coordinate with the programs; we will also do our best to work with other commitments.

**Important 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 be fingerprinted.

**Compensation:**

In addition to being paid an hourly wage of \$17/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:

Elliott Wright, Executive Director  
Search@EVols.org

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