



# Environmental Volunteers

## Internship Job Description

**Title:** Environmental Education 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, and foster a sense of environmental stewardship.

Environmental Volunteers seeks a dedicated college or graduate-level intern for the **2020-2021 academic year**, contingent upon funding and the re-opening of schools as anticipated. Each intern will participate in both the formal classroom programs for grades K-6, as managed by the School Programs Manager, and one of **2 additional focus areas**: Education Materials, or EcoCenter Support.

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:

- Assist in teaching Environmental Volunteers programs to elementary level children
- Work cooperatively with teachers, Environmental Volunteers staff, and volunteers
- 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

Environmental Education interns should also be prepared to participate as follows, depending on their secondary focus are:

#### Education Materials Interns:

- Assist with education kits' inventory and maintenance
- Assist with development and production of new curriculum kits
- Update online Wiki pages

#### EcoCenter Support Interns:

- Serve as an interpretive docent with members of the public
- Be staff-on-site for EcoCenter programs and rentals as assigned by supervisor
- Deliver private EcoCenter programs
- Be available up to 2 weekends a month for EcoCenter programs
- Assist with projects related to the visitor experience in the nature center

### **Qualifications:**

The Environmental Education Intern should be an undergraduate or graduate student, with experience in at least one of the following areas: environmental science, education, natural resources, biology, or other similar study areas. The intern should also possess these qualifications:

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- 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
- 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.)
- Experience with handicrafts, robotics, or creating art projects, or a willingness to learn

## **Requirements:**

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

*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. 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.

Environmental Volunteers school programs take place **during the school day (Mon-Fri, 8AM-2PM)**. Upon completion of the requisite training, **each intern must be available to work at least 4-hours per week during this time period** through June 2021. 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 need to be fingerprinted. A current TB test may also be required.

## **Compensation:**

In addition to being paid an hourly wage of \$15.50/hour, the intern will be partially compensated for mileage. The intern will also receive these benefits:

- Paid training, 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 resume and completed application form to:

Toby Goldberg; School Programs Manager; [SchoolPrograms@EVols.org](mailto:SchoolPrograms@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.