



# Environmental Volunteers

## Internship Job Description

**Title:** Environmental Education Intern

### **Summary:**

Environmental Volunteers is an award-winning environmental education organization with over 49 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 dedicated college or graduate-level interns for the **2021-2022 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 support of Education Materials, as managed by the Education Manager.

Two interns will be hired to begin in June 2021, and will focus their efforts throughout the summer on our curriculum development in preparation for the beginning of the new school year. Two interns will be hired to begin in August 2021, in preparation for the new school year.

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 during the school year, and an additional 4-hours developing and maintaining our teaching materials. 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, either in-person or virtually
- 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
- Assist with education kits' inventory and maintenance
- Assist with development and production of new curriculum kits
- Update online Wiki pages

### **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:

- 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

# Environmental Volunteers

---

- 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-3PM)**. 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 2022. 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.