



Early Childhood Education Intern JOB DESCRIPTION

Definition

The Early Childhood Education Intern works in conjunction with the Early Childhood Education Specialist to ensure that our youngest students experience quality education through hands-on experience with nature.

Supervision

The ECE education intern works under the direct supervision of the Early Childhood Education Specialist.

Essential Functions/Duties Include, But Are Not Limited To:

1. Aid in special projects or programs in and around the nature center which may include curricula planning, program preparation, program set-up and clean up.
2. Set-up, take-down, and staff outreach booths at various off-site events, professionally representing the ENC to the public.
3. Maintain Little Naturalist on-site program supplies; inform ECE Specialist of supplies needing replacement or repairs.
4. Arrive when scheduled to prepare and set-up for camps and programs, being mindful of travel time.
5. Supervise students at all times for the duration of programs, extending to the release of students to their guardians. Maintain the highest possible degree of safety.
6. Maintain positive communication with all program participants as well as all visitors to the nature center.
7. Responsible for notifying the Grounds Manager of any safety hazards (i.e. fallen trees), and for closing any trail if necessary.
8. Staff the ENC occasionally in the evenings and for special events (i.e. Fall Faire, Spring Faire, Taste of Twilight, Summer Soiree).
9. Assure that all of the live animals' needs are met for the duration of their on-site program use; report any issues or concerns with the program animals to the Education Specialist.
10. Additional duties as assigned.

Qualifications & Requirements

1. Commitment to the mission, vision, and core values of the ENC.
2. Ability to work independently with minimal supervision and demonstrate flexibility.
3. Ability or willingness to handle a variety of animals including amphibians, mammals, arthropods, and reptiles.
4. Ability to memorize and recall facts, figures, and information.
5. Ability to move up to fifty pounds and set up equipment.
6. Ability to hike on trails, and traverse stairs and uneven terrain while carrying equipment.
7. Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs.
8. Ability to work outside in a variety of weather conditions and temperatures.
9. Regular, reliable and punctual attendance is essential because of limited resources, costs, productivity, and quality continuity.
10. A minimum of 6 Early Childhood Education/Child Development units completed or currently enrolled in.

11. Ability to interact successfully with supervisor, staff, teachers, families, and students.
12. Fingerprinting will be required at the individual's cost.
13. Computer (Macintosh and Microsoft Office) experience required or willingness to learn.
14. Must possess a valid driver's license and preferably a personal vehicle.

Skill to:

1. Instruct and supervise children in an outdoor setting.
2. Communicate effectively in the English language, in both oral and written forms.
3. Create and maintain strong cooperative relationships with school staff and volunteers.
4. Understand and carry out oral and written instructions in an independent manner.
5. Understand and apply pertinent personnel policies, laws, rules, and regulations.

Education, Training, and Experience:

1. Demonstrate an understanding, patient, and receptive attitude toward young children and their families.
2. Current CPR and First Aid Certificates are required within two months of employment.