



## **Education Intern JOB DESCRIPTION**

### **Definition**

The Education Intern works in conjunction with the Leads and Naturalists to ensure that students experience quality education through hands-on experience with nature.

### **Supervision**

The education intern works under the direct supervision of the Lead Naturalist.

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

1. Aid in special projects in and around the nature center.
2. Set-up, take-down, and staff outreach booths at various off-site events, professionally representing the ENC to the public.
3. Maintain Traveling Naturalist and on-site program supplies; inform appropriate coordinator of supplies needing replacement or repairs.
4. Arrive when scheduled to prepare and set-up for 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 front desk when requested - a minimum of one weekend day per month. Staff the ENC occasionally in the evenings and for mandatory special events (i.e. Fall Faire, Spring Faire, Taste of Twilight, Summer Soiree).
9. Assist in the care of our program animal collection, assuring that all of the animals' needs are met for the duration of their off-site visits; 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. Ability to work irregular hours, including occasional weekends and evenings.
11. Ability to interact successfully with supervisors, staff, teachers, parents, 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 indoor 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 students of varied age groups, including adults in small as well as large group activities.
2. Current CPR and First Aid Certificates are required within two months of employment.