



## Position Description Fall Education Intern

**Position Type:** Intern, Paid

**Salary:** \$10.25/hour DOE

**Benefits:** Membership privileges

This is a fall internship starting August 19, 2019 with the option of continuing in the spring.

### **Organization Description:**

Founded in 1913, Fontenelle Forest is one of Nebraska's oldest conservation organizations and one of the largest private nature centers in the nation. Fontenelle Forest aspires to be a national leader in environmental stewardship and education and the region's premier nature center. Fontenelle Forest educational opportunities include early childhood programs that serve children and their parents; extensive school district partnerships and out-of-school STEM and nature-based activities; scouting programs; nature camps; programs for adults and senior citizens, as well as informal education programs, activities, and exhibits.

### **Job Description:**

Fontenelle Forest is seeking a part-time Education Intern to join our team. Fontenelle Forest embraces the values of Integrity, Stewardship, Excellence, Engagement, and Sustainability. As a member of the Fontenelle Forest team every employee helps us achieve our vision to be a national leader in environmental stewardship and education and the region's premier nature center.

The part-time Education Intern is an enthusiastic and dedicated individual who supports Fontenelle Forest's mission to support discovery of the quiet wild of nature and inspire current and future generations to care for the natural world. With the guidance of the Education Department, the Education Intern will develop a nature-based education activity to be used in Educational programming at the Forest. During the school year (August-December), they will facilitate nature-based programming with groups through an organized educational program. Programs take place onsite at Fontenelle Forest's properties and off-site, including, but not limited to schools and community centers. Forest Educators and Interns are the face of the Education Department and help excite and engage visitors in exploring the natural world through guided inquiry based experiential learning. This position reports to the Adult Program Manager.

### **Primary Duties:**

- Research and develop an age-appropriate nature-based activity for a Fontenelle Forest visitor audience.
- Test and refine the activity as needed.
- Provide a write-up of the activity including: summary, supplies, directions, budget, and any additional supporting materials.
- Conduct environmental education programs for a variety of ages and audiences, including the facilitation of discussion and inquiry-based activities within a predetermined framework set by the Education Department.
- Set up prior to and clean up following the program.

### **Other Duties:**

- Attend organizational and departmental staff meeting as able.
- Maintain accurate reporting of number of attendees and other information as needed.

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- Work occasional evening/weekend hours to support educational programs.
- Perform other duties as assigned.

## **Qualifications:**

- Available 16-20 hours per week and able to facilitate a minimum of four programs per week (approximately 12-16 hours), two to five days per week.
- Ability to communicate ideas and complex concepts concisely.
- Ability to manage small and large groups of visitors within a set program time.
- Prior experience working with youth in a formal or informal environment preferred.
- Curiosity and joy of discovery and education.
- Flexibility with changes and ability to problem solve quickly.
- Ability to manage time and large groups of young people.
- Ability to work well as a team with a diverse group of people.
- Familiarity with inquiry based learning and educational theory preferred.
- Interest and understanding of natural sciences, history, storytelling, and social studies.
- Ability to work as a member of a team and to build strong working relationships with supervisor and co-workers.
- Ability to positively engage with other staff and visitors from diverse backgrounds.
- Access and ability to communicate efficiently via e-mail.
- Fluency in Spanish preferred.
- Ability to pass a background check.
- Valid driver's license.

## **Education/Experience:**

- High School Diploma, GED, or equivalent relevant experience.
- Coursework or experience working with children preferred.
- Coursework or experience working in environmental education, nature, science preferred.
- Or equivalent combination of work and education experience.
- Must be 18 years of age or older.

## **Physical Demands:**

- Regularly works in outdoor environments in all weather conditions.
- Must be able to stand and traverse/ascend/descend dirt trails and walking paths for up to 2 hours at a time.
- Must be able to lift a minimum of 40lb.
- Must be able to perform moderate physical labor, such as setting up and striking tables, chairs, program materials, and partition walls.

**To Apply:** Send cover letter and resume to [info@fontenelleforest.org](mailto:info@fontenelleforest.org) by July 15, 2019 with "ATTN Adult Program Manager" in subject line.

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