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<b>JOB TITLE:</b>	Environmental Education Intern	<b>JOB CATEGORY:</b>	Outdoor & Educational Programs
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**Department/Group:** Education      **Location:** Boardman, OH

**Level/Salary range:** \$12/hr      **Position type:** Temporary/seasonal (8-20 hours per week)

**Contact:** Education Manager      **Position type:** Part-time

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## JOB DESCRIPTION

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The Environmental Education Intern requires excellent organizational and communication skills. The ability to work in a team and individually is required. Knowledge of Microsoft Office software package and general computer skills required. The ability to work with teachers, children, adults, and volunteers. Experience working with students is preferred. Ability to speak in public settings required. Usual hours of programming will be M-F with hours typically between 8:00am - 5:00pm. The ability to serve flexible hours, including some evenings and weekends, is needed for logistical and planning purposes. Schedule will be based upon various types of programs we offer in-house and offer for clients throughout the Mahoning River Valley.

### Qualifications and Education Requirements

- Minimum 18 years old
- Passion for working with students and making a difference through education.
- Personal or professional experience recreating in wilderness & natural environments.
- Ability to hike over varying terrain, sometimes more than 4 miles.
- Experience working with public.
- Ability to take initiative, handle adversity and maintain a positive attitude.
- Strong work ethic and professional work habits (punctual, responsive, organized, detailed).
- Experience working with children, specifically with behavior and risk management outdoors.

- Ability to pass a BCI background check.
- Ability to carry 20+ lbs in a variety of weather and terrain.
- Strong communication skills and a desire to engage in dialogue with both participants and volunteers.
- Ability to lead groups safely in park settings.

### Preferred Skills

- Experience with social media management and content creation.
- Customer service skills or experience talking with parents/guardians when registering kids.
- Growth Mindset.
- Ability to deliver and receive feedback in a timely manner.

**Job Duties & Responsibilities**

- Co-plan & lead a variety of outings with child-led, inquiry-based, experiential, and playful approaches.
- Awaken a sense of wonder in participants by teaching natural history and outdoor skills while exploring local areas.
- Facilitate collaborative decision-making with participants to support leadership development.
- Practice effective behavior and risk management always, creating a safe learning experience for all.
- Maintain clear, responsive, honest, and respectful communications with participants and staff.
- Serve as a mentor to participants, responding to their needs as individuals and as a group.
- Work closely with other members of the field staff team to plan, prepare, and lead outings.
- Assist with program logistics such as pre-camp emails, parent communications, and gear and materials prep/maintenance.
- Support and contribute to documentation and record-keeping such as tracking attendance, recording any incidents in the field, etc.

