Environmental Education Intern & AmeriCorps Member

POSITION DESCRIPTION:
Reports to: Event & Education Manager
Status: May-Aug quarter time 450-hour AmeriCorps position
Number of Positions: 2
Pay Scale: AmeriCorps Living Allowance & Education Award for 450-hour quarter time position

Duties and Responsibilities:
- Responsible for preparing for and leading 9 weeks of summer camp for 3-12 year olds
- Responsible for development, implementation and execution of education priority project
- Assist with educational events and workshops
- Develop and provide environmental education programs to all ages
- Teach environmental education programs to summer student program
- Aid in marketing of educational programs for the public
- Maintain inventory of educational supplies
- Provide visitors to the Gardens with information and support
- Attend and participate in required AmeriCorps trainings and meetings, complete and submit all AmeriCorps timesheets and reports in a professional and timely manner

Work Hours: Daytime, some weekends and evening hours.

Education and/or Work Experience: Experience working on teams and with children is desirable. Candidates must have a valid driver’s license and reliable transportation.

Other Qualifications:
- Able to work independently and within small work teams
- Good problem solving skills
- Flexible and able to adapt to changing situations
- Good interpersonal skills, friendly, and outgoing
- Attention to detail
- Self-motivated and hardworking
- Passionate about people, nature and education

Physical Requirements: Able to stand, bend, kneel, climb, reach, pull, push, sit, grab, and lift and carry (up to 50 lbs.) daily in all weather conditions.

To apply: Send cover letter and resume to Elise Schuler at eschuler@monkgardens.org. For questions call 715-261-6309.