



## **Position Description: Spring Environmental Education Intern**

**Status:** Unpaid

**Reports to:** Education and Outreach Director/ Volunteer and Intern Coordinator

**Date Created:** 1/23/2024

### **POSITION PURPOSE**

Under the direct supervision of the Education and Outreach Director and with guidance and support from the Volunteer and Intern Coordinator, the Environmental Education Intern will receive experiential learning and introduction to the areas of presenting programs, creating displays and other materials maintenance, and interacting with the public. Environmental Education Interns will also build skills in captive wildlife management, including preparing diets, cleaning and habitat maintenance, husbandry, providing enrichment, training, and presenting with native New England species. Environmental Education Interns are responsible for representing CFW at tours, programs and events.

Center for Wildlife's Environmental Education Internship offers hands-on experience and an exciting introduction to environmental education and wildlife career opportunities. Environmental Education Interns will have an opportunity to attend at least 1 workshop given by professional staff or other leading environmental education organizations in our region. Through experiential learning, the intern will also learn how to utilize methods like storytelling, place-based education and use of statistics to relay often complex concepts such as impacts of human activities on wildlife, natural history and ecology of local wildlife, and the current challenges wildlife face to all ages and abilities. This position does not include working in CFW's Wildlife Medical Clinic, however Environmental Education Interns will be encouraged to complete a "shadow" in the clinic and incorporate seasonal statistics into programming as wildlife disease outbreaks allow.

#### **I. ESSENTIAL POSITION RESPONSIBILITIES:**

##### **A. Ambassador Care and Enrichment, 35%**

1. Actively manage and motivate participants at volunteer workdays and delegate tasks appropriately.
2. Perform regular maintenance for all ambassador enclosures according to the Ambassador Care and Enrichment guide.
3. Research natural histories of the ambassadors and become familiar with their personal stories.
4. Stay current in environmental education best practices, wildlife research, and medical clinic statistics.
5. Safely handle ambassadors using the correct techniques and safety equipment (i.e. gloves, carrier), jesses, and leash.
6. Model appropriate behavior to the public.
7. Represent Center for Wildlife's messaging, one-health philosophy and current initiatives accurately per 2024 FAQs document

##### **B. Education Materials and Displays, 20%**

1. Make sure ambassador travel carriers stay clean and safe for travel.

2. Assist in maintaining all education display materials and research new ideas for materials.
3. Assist in maintaining all ambassador equipment including jesses, leashes, gloves.
4. Assist in maintaining and cleaning all public spaces and exhibits

**C. Environmental Education Programs, 40%**

1. Present a minimum of one program each week once the training rubric has been fulfilled
2. Assist in the planning, volunteer staffing and set-up for public programs and special events.
3. Research and remain current on wildlife natural history, ecology, management practices, and CFW statistics relevant to CFW programming.
4. Attend at least one environmental education training workshop and complete certification in Project WILD.
5. Attend regular Education and Outreach team meetings.
6. All other duties as assigned.

**D. Organization-Wide Support, Duties, and Expectations, 5%**

1. Ensures completeness, accuracy, and timeliness of all duties.
2. Operates as part of the CFW team, and maintains and supports a positive work culture.
3. Establishes rapport with a diverse range of staff, apprentices, and volunteers.
4. Maintains dignity and self-control in difficult situations.
5. All other duties as required.

**II. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- A. Provide reliable transportation and arrive for their shift on time or early.
- B. Work outside in all kinds of weather.
- C. Be able to lift up to 30 pounds unassisted.
- D. Physically able to work on feet for 8-10 hours.
- E. Ability to learn and work as part of a positive work culture.
- F. Interact professionally with members of the public.
- G. Show respect for ambassadors and patients as well as fellow interns, volunteers, and staff members.
- H. Show good problem solving skills and group collaboration.
- I. Display initiative and drive.

**III. WORKING CONDITIONS:**

The Education Internship is a 10 week program. Orientation will begin on April 3rd, and the internship will run until (INSERT DATE). This internship is (FULL TIME/PART TIME) and requires (FT HOURS/PT HOURS) per week. The position may require weekend, early morning, and late evening shifts and some flexible scheduling for events.

**IV. EDUCATION AND/OR EXPERIENCE**

Ideal candidates will hold or be working toward a degree or certification from a two or four-year college or

university in biology, ecology, zoology, environmental education, outdoor recreation, education or a related field. Combination of education and experience required performing the duties of the assigned position.

### **COMPENSATION AND BENEFITS**

1. Time off is to be communicated via email and approved by the Volunteer and Intern Coordinator a **minimum two weeks** in advance and interns are required to find coverage for shifts.
2. Access to resources and experiential learning opportunities including CFW's library, memberships, database subscriptions, and in-house workshops and trainings.
3. Project Wild Certification.
4. Regular 1:1 mentorship from the Education & Outreach Director.
5. This internship is unpaid.
6. Intern will provide their own housing and transportation.