Environmental Education
Professional Outdoor Instructor Internship

JOB TITLE: Professional Outdoor Instructor Intern
DEPARTMENT: Environmental Education
REPORTS TO: Director, Outdoor Education and Professional Services

DESCRIPTION OF POSITION:
The Environmental Education internship provides an opportunity to positively impact the lives of hundreds of students while at Bradford Woods. The internship presents a cross-trained experience in each of the five program centers including Adventure Education, Environmental Education, Therapeutic Recreation, Retreats and Client Services, and Equine Assisted Therapy. However, the position will focus efforts on supporting Environmental Education through assistance in building client relationships, program preparation and delivery, curriculum development, property inspection, maintenance, and upkeep. The internship will also require a special project which should be attainable in the duration of the internship semester. This project shall realistically support current or future endeavors and act to increase revenue for the department.

ESSENTIAL FUNCTIONS:
1. Ability and desire to work with children of all ages and abilities in an outdoor setting.
2. Prior knowledge, training, classes, and/or experience in outdoor education
3. Ability and desire to assume leadership and facilitation roles with children, especially in the field of outdoor environmental education
4. Excellent communication, time management, and organizational skills.
5. Ability to interact with and work as a team player with other staff and participants.
6. Ability to serve as a positive role model to program participants, staff and the community.
7. Ability to work in a fast paced environment, which can be both physically and emotionally demanding.
8. Ability to learn and grow in the position by accepting constructive feedback from participants, co-workers and supervisor.
9. Ability to complete accurate documentation on a regular basis.
10. Ability to perform additional duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:
1. Previous training and skills in teaching outdoor environmental education to children in grade levels from 3rd to 8th grade.
2. Previous knowledge, training, class work and/or experience in environmental education, outdoor education, experiential education, science inquiry, and stewardship of our environment.
3. CPR and First Aid required
4. WFA or WFR highly desirable
4. Lifeguard certification highly desirable particularly for summer and fall internships
5. Willingness to learn
6. Flexibility
7. Patience

PHYSICAL REQUIREMENTS:
1. Maintain a high level of activity including ability to be highly mobile.
2. Stamina to endure long hours in a position that is both physically and emotionally demanding.
3. Ability to provide a safe, fun learning environment for all.
4. Ability to entertain and teach during evening programs in an educational manner with co-workers for the benefit of the participants.

COGNITIVE ABILITIES:
1. Ability to assess needs of participants and staff.
2. Ability to solve problems.
3. Ability to make judgment decisions.
4. Ability to communicate needs, concerns, and questions.
5. Ability to understand and remember.
6. Ability to demonstrate responsibility.
7. Ability to follow directions.

TRAINING:
1. Attend mandatory training sessions in the spring, summer, or fall
2. Acquire any required certifications prior to starting internship.

COMPENSATION:
1. Room and partial board while on duty.
2. Comprehensive training at one of the world’s premiere outdoor centers.

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