Grand Traverse Conservation District
Environmental Education Intern
Vacancy Announcement

ABOUT THE GRAND TRAVERSE CONSERVATION DISTRICT
The Grand Traverse Conservation District (GTCD) is a community-serving organization that cares for the people and places that make Northwest Michigan so special—our local farms, our schools, and our exquisite rivers, lakes and natural areas. Our full time staff of education and conservation experts delivers a variety of programs and services that serve our mission to inspire exploration, appreciation and conservation of our natural world.

POSITION OBJECTIVE:
To promote the mission of the Grand Traverse Conservation District (GTCD) by supporting the activities of the Education Team, including developing and delivering environmental education programs, creating and maintaining signage and exhibits, and representing the organization at the Boardman River Nature Center and throughout the community.

RELATIONSHIPS:
Reports to: Education Director/Camp Director
Primary relationships: Education Team and Campers
Secondary relationships: Conservation Team, Marketing and Development Team

RESPONSIBILITIES:
The Intern will:
• Assist with the development and delivery of eight (8), week-long summer day camp programs for youth.
• Assist with the development and delivery of environmental education programs for K-12 students, teachers and the general public in a variety of settings.
• Assist with development and delivery of environmental education programs for families visiting the Boardman River Nature Center.
• Assist with the development and maintenance of hands-on activities, signage and displays in the Boardman River Nature Center exhibit hall.
• Assist with GTCD special events.
• Provide excellent customer service and develop positive and welcoming relationships with Nature Center users, partners and other stakeholders.
• Assist with activities of the Education Team.
• Assist with retail sales and inventory as needed.
• Assist with administrative and other duties as assigned.

REQUIRED KNOWLEDGE AND EXPERIENCE
EDUCATION: Formal Education or Equivalent
• Currently enrolled in degree seeking program in education, child development, natural resources or other related fields.
Positions Requirements:
- Complete 24 hours training (required)

Related Work Experience:
- Experience with the development and/or delivery of education programs for children is strongly preferred.
- Customer service experience preferred.
- Classroom management
- Environmental Education

Skills
The Intern will have:
- Exceptional organization and presentation skills.
- Excellent oral, telephonic and written communication skills.
- Excellent social and interpersonal skills; be a team player; and relate positively with people of different ages, cultures and abilities.
- Working knowledge of natural history, child development, classroom management and environmental stewardship preferred.
- Computer literacy including Microsoft Office and web applications.
- Current certification in CPR and basic first aid, or willingness and ability to acquire these certifications.

Other:
- Safely operate a motor vehicle and is licensed to do so.
- Lift and handles materials of up to 35 pounds without assistance.
- Communicate effectively, both verbally and in writing, in the English language.
- Able to work efficiently outdoors in varying conditions and terrain.
- Must be able to work flexible hours, including evenings and weekend.

PREFERRED START DATE: June 1, 2016 (Flexible)

TO APPLY: Please email completed application, resume, and cover letter stating your suitability for the position based on required knowledge and skills to GTCD Education Director / Camp Director Taryn Carew at tcarew@gtcd.org. The application can be found on the GTCD website www.natureiscalling.org.

COMPENSATION
The Environmental Education Intern is an unpaid internship position. Applicants who can commit 20-40 hours/ week are preferred.

Applications must be received no later than 4:30 PM EST, Friday, May 20 2016 or until filled.

The Grand Traverse Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor.

Grand Traverse Conservation District
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