

Environmental Education Internship Position Description

Overview: During summers at the Discovery Center, located in the heart of Wisconsin's Northwoods, the Environmental Education Intern serves as one of the core members of our youth and family programming. This individual will be responsible for creation and delivery of weekly Eco-Series programs for 4-10 year olds, and for incorporating the use of youth mentors and adult volunteers. In addition, weekly duties include the development of fun "Nature Nook" crafts and learning activities, caring for our animals and greeting visitors in our Nature Nook, guiding trail tours, and leading/co-leading hikes, explorations & paddling trips.

Hours: At least 40 hours/ week with typical Monday-Friday schedule that includes a good deal of flexibility and will include some required evenings and weekends.

Length of Service: 13 weeks, approximately May 22– August 25

Compensation: \$800 monthly stipend plus free shared onsite housing

Requirements:

- **General:** Excellent oral and written communication skills. Strong organizational skills. A cheerful, positive attitude. Reliability and the ability to self-motivate and work independently. Basic office skills, data entry, and record keeping. CPR and First Aid certification are a mandatory requirement for this position, and proof of current certification is required on file prior to start date (Lifeguard Certification preferred). Valid driver's license.
- **Environmental Education:** Major in education, environmental science, outdoor recreation, natural resources, wildlife biology, or a closely related field. Experience leading and/or teaching groups of children and families. Basic understanding of the ecology and natural history of the Wisconsin environment, plants and animals.

Expectations and Opportunities:

This position is responsible for, and will gain experience in, the following three main areas:

1. **Delivering high-quality, engaging programming to youth and family groups.**

Develop curricula and plans for programs, activities and drop-in crafts. Prepare the classroom, Nature Nook, and all materials. Manage volunteer involvement and youth mentoring. Co-lead, lead (or train and schedule volunteers to lead) weekly programs. Ensure excellent records of attendance.

2. **Sharing your passion and knowledge of Wisconsin's natural history.**

Greet and educate visitors to the site (you will spend at least one day a week in our nature center greeting and educating visitors). Assist in leading hikes, paddling and exploratory adventures.

If school internship credit through completion of a project is needed, we are happy to accommodate and work out details based on interest.

3. **Participate as part of the dedicated Program Team at the Discovery Center**

Work a flexible week including evenings and weekends depending on classes and schedule. Assist in programs, special events and fundraisers, and community outreach. Communicate needs to and be willing to help other staff members as needed. Assist with storytelling initiatives for the organization through blog posts, newsletter pieces, picture-taking, and member-board-staff presentations.

You will gain experience in: Curriculum Development, Program Delivery, Volunteer and Youth Mentor Supervision, Verbal/Written Communications and Interpretation, Visitor Services, Record Keeping and Data Entry.

To apply: Send a letter of interest, résumé, and three references by **March 6, 2017** to: P.O. Box 237, Manitowish Waters, WI 54545 (Attn: EE Intern); or go online to fill out the application form and upload documents:

<https://discoverycenter.net/about-discovery-center/employment/>

The North Lakeland Discovery Center is a premier not-for-profit environmental education center located in Wisconsin's scenic Northwoods. Our 63-acre site is situated among forestland, wetlands, and wilderness lakes and rivers within the 240,000-acre North Highlands State Forest. The Discovery Center's activities and experiences promote stewardship of natural and cultural resources, and connect people to nature through education, recreation and research. Our events, facilities, recreation opportunities and engaging outdoor programs encourage lifelong learning and create a sense of community, well-being and fun!