

## Outdoor Recreation and Interpretation Internship Position Description

**Overview:** During summers at the Discovery Center, located in the heart of Wisconsin's Northwoods, the Outdoor Recreation and Interpretation Intern serves as a guide for drop-in activities and a welcoming, friendly presence for visiting families and groups. This individual is responsible for facilitating positive, intergenerational experiences for activities including Geocaching, Interpretive Hikes, Scavenger Hunts, Live Animal "Close-Ups", Campfires, and Kayak/Canoe Paddles.

**Hours:** At least 40 hours/ week with Wednesday-Sunday schedule that includes a good deal of flexibility and will include some required evenings

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

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

### Requirements:

- **General** Excellent oral 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.
- **Outdoor and Interpretive Experience:** Major in environmental interpretation, outdoor recreation or a closely related field. Experience and ability to lead and successfully interact with people and volunteers of all ages in an informal setting (the outdoor "classroom"). Demonstrated interest in outdoor recreation, silent sports and conservation. Basic understanding of the ecology and natural history of the Wisconsin environment, plants and animals. Gardening experience and passion a plus.

### Responsibilities and Opportunities:

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

#### 1. **Greet visitors and members.**

Welcome guests and members to the Discovery Center. Encourage a variety of ways to get involved with the site and the organization. Answer questions on trails, organization history, and opportunities for activities. Guide groups to interact in the manner that best fits their interest, ages and timeframe.

#### 2. **Lead interpretive hikes, tours and programs.**

Lead experiences on trails and grounds including information on local natural history, ecology, and site specific highlights. Scout routes and coordinate equipment (canoes, kayaks, bikes, trailers, etc.). Lead weekly hike and canoe program onsite. Spend time maintaining our Nature Nook exhibits, live animals and visitors, as well as onsite gardens.

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

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

**You will gain experience in:** Program Delivery, Verbal/Written Communications, Visitor/Interpretive Services, Live Animal Care, Record Keeping and Data Entry.

To apply for this position, send a letter of interest, résumé, and three references by March 6, 2017 to:  
P.O. Box 237, Manitowish Waters, WI 54545 (Attn: Rec/Interp Internship) or: go online to fill out the application form and upload documents: <https://discoverycenter.net/about-discovery-center/employment/>