



Internship Job Description

Title: Environmental Education Intern

Summary:

Environmental Volunteers is an award-winning environmental education organization with over 50 years of experience assisting volunteers to share their love of nature with 10,000 youth annually. Our classroom-based programs utilize hands-on learning stations to inspire students, and foster a sense of environmental stewardship.

Environmental Volunteers seeks dedicated college or graduate-level interns for the 2024-2025 academic year. Each intern will participate in **both** the formal classroom programs for grades K-6, as managed by the Director of Programs & Partnerships, and Education Projects as directed by the Sr. Education Manager. **The internship will officially begin mid-to-late-September and end late-May or early-June.**

Each intern will work an average of **10-hours per week**, comprising approximately 6 hours in classrooms throughout Santa Clara and San Mateo counties during the school year, and an additional 4 hours on projects. Following the completion of our environmental education training class (see "Training Requirements" below), each intern will take on the following responsibilities:

- Assist in teaching Environmental Volunteers programs to elementary level children
- Work cooperatively with teachers, Environmental Volunteers staff, and volunteers
- Actively demonstrate to children a respect for the environment, humans, and other organisms
- Follow needed program and materials changes within the Environmental Volunteers organization.
- Participate in education projects and kit maintenance on a regular basis

Interns should also be prepared to to participate in any of the following:

- Assist with education kits' inventory and maintenance
- Assist with development and production of new curriculum
- Update online resources pages via Google sites
- Provide back up staffing at outreach, community or tabling events (limited)
- Assist with creating social media content or marketing materials

Qualifications:

Environmental Education Interns should be current undergraduate or graduate students, with experience in at least one of the following areas: environmental science, education, natural resources, biology, or other similar study areas. The interns should also possess these qualifications:

- Desire to work with elementary school children in the classroom
- Interest in natural science and a desire to learn more about specific topics
- Strong commitment to improving children's knowledge of the environment

- Ability and desire to work cooperatively with a variety of people and ages
- Ability to manage a fluid schedule
- Good communication skills
- Reliability and dependability
- Careful attention to detail
- Ability to both follow instructions and to work independently
- Basic internet and computer skills, with a willingness to learn specific platforms (Google suite, Monday, Canva)
- Familiarity doing online research
- Experience with handicrafts, robotics, or creating art projects, or a willingness to learn

Requirements:

Environmental Education Interns will agree to uphold the Environmental Volunteers mission of promoting understanding of and responsibility for the environment through hands-on science education.

Training requirement: Before the interns will be able to begin teaching, they must complete a special two-day intern training class to get ready to work in classrooms. Interns must attend both days, and they will be paid for this time. After the formal classroom training, each intern will also complete both an observational service and a supported service in a classroom, accompanied by Environmental Volunteers staff. Exact date and timing will be determined by the available programs schedule. Additionally, interns will be expected to participate in a minimum of 2 enrichment/training workshops throughout the school year.

Environmental Volunteers school programs take place **during the school day (Mon-Fri, 8AM-2PM)**. Upon completion of the requisite training, **each intern must be available to work at least two days per week during this time period for program delivery**, and an additional 4-hours each work as coordinated by the Sr. Education Manager, through June 2025. Interns may be asked to participate in occasional weekend programs or projects as well. Due to the nature of the program scheduling, the intern's schedule will be irregular but flexible.

Note: Each intern will need to provide their own transportation to/from the schools and other sites in Santa Clara and San Mateo counties. In addition, interns must possess a valid California driver's license and must submit proof of auto insurance. As a staff member working with children, each intern will need to be fingerprinted and to do a TB risk assessment; if warranted, a recent negative TB test may be required. A recent covid vaccination may also be required.

Compensation:

In addition to being paid an hourly wage of \$20/hour, interns will be partially compensated for mileage, and receive paid training, training materials, and mentorship from staff and volunteers.

To apply, please email resume and completed application form to:

Toby Goldberg; Director of Programs & Partnerships; programs@environmentalvolunteers.org

An online application form is available on our website (www.environmentalvolunteers.org/careers);
this **must be completed and submitted before a candidate will be considered.**

Environmental Volunteers

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