

Environmental Education Intern

Job Description



Location: [Buhl Park](#), Hermitage PA

Application Deadline: Open, until positions are filled

Dates: May to August 2022

These are preferred start and end dates. Some flexibility may be extended to accommodate the availability of selected intern.

Position Overview:

The intern will be incorporated into Buhl Park staff to help and assist with the functioning of the environmental education program. The intern will shadow the Director of Environmental Education to gain an understanding of the educational field and a glimpse into everyday functioning and programming. The intern will assist with the Summer Youth Program (a seven-week, outdoor day camp program for children entering Kindergarten to grade 6). At the conclusion of the Summer Youth Program, the intern will help the Director close down the program, and transition back into general environmental education programming as needed. The intern will also assist in day-to-day activities alongside general Buhl Park staff to learn about the functioning of a non-profit organization and the importance of cooperation, teamwork, and communication.

Main Objectives:

- Expose the intern to the wide array of jobs in environmental fields to help the intern in future career endeavors
- Experience informal environmental education and gain confidence in teaching a variety of age groups
- Support a growing environmental education program in a park with 200+ acres of greenspace, watersports, hiking, etc.
- Provide opportunities for the intern to build self-confidence and comfort with exposure to new and challenging tasks
- Teach the importance of flexibility and proactive planning
- Learn the techniques and tools utilized to develop a portion of an environmental education projects

Qualifications:

- College student in biology, environmental science, education, recreation or related field
- Experience working with children ages 5 -12 in a formal classroom setting or informal setting including day camps, youth programs, sports, etc.
- Background or strong interest in sports, crafts, outdoor recreation, elementary education, etc.
- Ability to obtain state and federal background checks and First Aid/CPR training
- Ability to handle outdoor and physical activities, stand and walk for long periods of time and lift weight in excess of 20 pounds
- Individuals must be engaging, patient, creative and enjoy working with adults and children in an outdoor setting

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Performance Responsibilities:

- Help develop and teach environmental or outdoor educational programs for adults and children of all ages, including preparing materials, leading activities, addressing behaviors, etc.
- Develop teaching resources to be used for school programs or installed in the outdoor classroom or on trails.
- Maintain supplies needed for day camp programs.
- Maintain cleanliness of shelters and equipment used by campers.
- Ability to work well with volunteers, staff and interns, as well as guests presenting programs.
- Monitor children at all times to stay aware of their needs and to maintain all aspects of their safety (physical, mental, social, emotional).
- Know and review all emergency and COVID-19 policies and procedures.
- Remain calm and objective when under pressure or when challenged by others.

Other responsibilities can be tailored to the intern's background and/or future career goals.

Terms of Employment: Seasonal paid position/full-time

The regular work schedule for this position is Monday – Friday, 8:00 AM – 4:30 PM with occasional evening, weekend and/or holiday hours.

Reports to: Director of Environmental Education, Katie Nowland (katie@buhlpark.org)

Application Process:

To apply, complete the online application (tinyurl.com/Buhl-internship) and submit your resume. These positions include direct supervision of children. Once hired, the following clearances are required to be employed:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal History Clearance
- Federal Bureau of Investigations (FBI) Criminal History Clearance

Instructions for obtaining clearances as an employee can be found at:

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

Selected candidate(s) will be required to complete the following trainings as part of their employment:

- Mandated Child Abuse Reporter Training ([self-led](#))
- Child and Adult First Aid and CPR (valid for 2 years, offered during orientation)