



LOCAL CHANGE. A WORLD OF DIFFERENCE.

Position Title: Spring 2023 Outdoor School Intern

Dates: Begins early to mid April; ends in early June (Approx 100-150 total hours, split positions are also an option, see below)

Location: The Environmental Center, 16 NW Kansas Ave, Bend, OR 97703 and various field sites in Central Oregon

Application Deadline: Accepting applications until the position is filled with interviews starting mid to late March. Rolling interviews will occur until a candidate is selected

POSITION SUMMARY

The Spring 2023 Outdoor School Intern will work with The Environmental Center (TEC) team to advance our mission through a variety of projects. The intern will gain knowledge and experience in the areas of natural history, youth education strategies, and group management. This position will facilitate environmental education lessons primarily with elementary school classes at various field sites in Central Oregon.

This is a part-time position, with varying hours each week. Most Outdoor School Days are scheduled on Tuesdays from early May to early June, with other programs scheduled for Wednesdays, Thursdays, and/or Fridays from late May to early June. Some evening and weekend work may also be scheduled. Some office hours for training and lesson planning/prep are also expected. Weekly hours could range from 8-12 hours per week earlier in the internship, to 24-28 later. This position is designed for those with high school diplomas/GED, college students, and college graduates looking for work experience in outdoor and environmental education.

This internship may be suited for one intern who can work ~150 hours this spring; OR the internship program could be shared between two interns who can work ~75 hours this spring. The final decision will depend on candidates who apply and their availability.

Scheduled Outdoor School training and program dates are:

- Training and prep - mid to late April for 2-3 days
- School Programs: 5/2, 5/9, **5/16**, 5/23, **5/30***, 5/31*, **6/2***, **6/6***, **6/8***
- Some office/prep hours will be required before and after school program dates
- A few other dates for school programs may be added, and interns will be offered additional days to work.

*=Weeks closer to 20-26 hours of work; **Bold**= Programs with high student #s and greatest need for intern(s) support

ESSENTIAL FUNCTIONS

Supervisor: Youth Education Program Manager

- The intern will also work closely with the Youth Education Program Coordinator. Respectful, collaborative, and cooperative teamwork is also expected when working with school teachers, chaperones, and possibly other interns/volunteers.

Outdoor School Days (~8-26 hours per week)

- Deliver Outdoor School Day programming to 2-4 classes divided into smaller groups of 19-23 students
- Train for and prepare outdoor science-focused lessons based on field sites and materials available
- Provide engaging, exploratory, hands-on activities while also managing student behavior and safety for groups of 19-23 students. Assistance with group management will also be provided by school teachers and/or chaperones present.
- Create a safe, welcoming, and inclusive group environment for campers of all gender expressions, ethnicities, races, abilities and backgrounds

Office Hours (~1-4 hours per week)

- Training day to learn field lessons and teaching strategies
- Preparing lesson plans for outdoor school days
- Organizing and packing equipment and materials
- Maintain supplies by counting and organizing items upon return

WE ARE LOOKING FOR

Preferred Qualifications

- Interest and/or experience in environmental and outdoor education with youth (primarily K-5th graders)
- Self-motivated with a desire to take initiative and work independently with a medium sized group of students
- Ability to drive to various field sites in Central Oregon. Options to carpool with Youth Education staff can sometimes be arranged. (We have an electric vehicle available to staff and interns if a driver's license can be provided.)

Requirements

- Interns are required to complete and pass a background check
- First aid/CPR training, or able to obtain certification during internship program
- Ability/availability to attend required training, date TBD

WE CAN OFFER

This is a paid internship. The wage range is \$16.20-\$20.00/hr depending on education and experience.

During the internship, the intern will have the opportunity to:

- Set meaningful goals
- Learn about the natural environments in Central Oregon
- Gain experience working with kids in the outdoors
- Lead hikes in natural areas around Deschutes county
- Participate in regular check-ins with their supervisor
- Practice leadership and communication skills

TO APPLY:

Please email resume, cover letter, and 2-3 references to Becky@envirocenter.org

Our staff and interns operate in a hybrid work environment, which means that we spend time working at the office, at home, and out in the community. There is wi-fi and desk space available at our office. Outdoor Days at field sites require in-person work.

TEC's team includes 16 paid staff, 14 volunteers who serve on our Board of Directors, and occasionally a mix of both paid and learning (unpaid) interns. We offer a flexible workplace environment with a casual dress code. Interns will receive training and support during their term of service. TEC collectively values a healthy environment and a connection to the natural world – and we respect that each person on our team contributes to a sustainable community in their own unique way. We value and support continuous learning and growth, and invest in skill- and network-building opportunities for all interns in ways that will help them succeed.

TEC is committed to equal employment and internship opportunities. We make our employment and internship decisions based on organizational needs and individual qualifications; not on race, color, age, gender identity, sexual orientation, religion or belief, national origin, or physical/mental disabilities. If you need assistance or accommodation due to a disability, please contact us at info@envirocenter.org or call us at (541) 385-6908.