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**Position Title:** Spring 2024 Outdoor School Intern

**Dates:** Begins early April; ends in late May (Approx 50-100 total hours)

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

**Application Deadline:** Accepting applications until February 9, 2024. We anticipate that interviews will start in early March.

### POSITION SUMMARY

The Spring 2024 Outdoor School Intern will work with The Environmental Center (TEC) team to advance our mission through facilitation of our Outdoor School Day programs. 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 Thursdays and Fridays in May. Some evening and weekend work may also be scheduled, such as helping with our annual Earth Day Parade and Celebration on Saturday April 20th. Some office hours for training and lesson planning/prep are also expected. Weekly hours could range from 6-10 hours per week when running Outdoor School programs, and less hours per week in April during onboarding and training. 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.

#### **Scheduled Outdoor School training and program dates are:**

- Onboarding, training, and prep - a few hours per week in April
- Earth Day (optional) - all day on Saturday April 20th
- Outdoor School Programs - anticipated dates: 4/23, **5/3**, 5/9, **5/10**, 5/16, **5/17**, 5/23, **5/24**, 5/30, **5/31**; **Bold**= Programs with anticipated high student #s and greatest need for intern support
- Some office/prep hours, check-ins and meetings will be required before and after program dates

**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.

## **ESSENTIAL FUNCTIONS**

### **Outdoor School Days (~6-8 hours per week)**

- Deliver Outdoor School Day programming to 2-4 classes which will be divided into a few smaller groups of 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 ~15-25 students. Assistance with group management will also be provided by school teachers and/or chaperones present.
- Transport first aid kit and other teaching materials to the field site. Travel on varied terrain to access field sites.
- Create a safe, welcoming, and inclusive group environment for students of all gender expressions, ethnicities, races, abilities and backgrounds

### **Office Hours (~1-3 hours per week)**

- Training days to learn field lessons and teaching strategies
- Preparing or reviewing lesson plans for Outdoor School Days
- Organizing and packing equipment and materials
- Maintain supplies by counting and organizing items upon return
- Occasional check-in meetings with supervisor

## **WE ARE LOOKING FOR**

### Preferred Qualifications

- Interest and/or experience in environmental and outdoor education with youth (primarily K-5th graders)
- Comfort working 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.

### Requirements

- Interns are required to complete and pass a background check to work with youth
- First Aid/CPR training, or able to obtain certification during internship program prior to working with students.
- Ability/availability to attend required trainings, dates in April TBD

## **WE CAN OFFER**

This is a paid internship. The wage range is \$14.20-\$20.00/hr depending on education and/or 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 youth in the outdoors
- Lead school groups on hikes in natural areas around Central Oregon
- 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 Megan Schubel at [Megan@envirocenter.org](mailto:Megan@envirocenter.org).** We will be accepting applications until February 9th, with interviews starting in early March.

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 and require in-person work.

TEC's team includes 17 paid staff, 11 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](mailto:info@envirocenter.org) or call us at (541) 385-6908.