Internship Job Description

Title: Teaching Intern

Summary:
The Environmental Volunteers is an award-winning environmental education organization with over 40 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 our field trips to local nature preserves foster a sense of environmental stewardship.

The Environmental Volunteers seeks a dedicated college or graduate level intern for the remainder of the 2017 academic year, to begin as soon as possible. The intern will report to the Environmental Volunteer's School Programs Manager. Following the completion of our intern training program, the intern will work an average of eight hours per week and will take on the following responsibilities:

- Assist in teaching the Environmental Volunteers programs to elementary level children (K-6).
- Work cooperatively with teachers, Environmental Volunteers staff, and volunteers in presenting activities and field trips.
- Actively demonstrate to children a respect for the environment, humans, and other organisms.
- Keep up-to-date about program and materials changes within the Environmental Volunteers organization.
- Complete an additional project chosen from an available list, which matches your personal interests. Topics include training development, web resources, material management, curriculum prototyping, etc.

Qualifications:
The Teaching Intern should be an undergraduate or graduate student with experience in at least one of the following areas: environmental studies or environmental science; education or outdoor education; or biology. The intern 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 specified topics
- Strong commitment to improving children’s knowledge of the environment
- Ability and desire to work cooperatively with a variety of people and ages.

Requirements:
The Teaching Intern 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 intern will be able to begin teaching, he/she must complete our intern training class; a special two day training class to get the interns ready to work in classrooms. The intern must attend both days, and he/she will be paid for this time.
Upon completion of the requisite training, the intern must be available to work an average of eight hours each week, with additional preparation and travel time, through May 2017. Environmental Volunteers programs take place during the school day. Due to the nature of the program scheduling, the intern’s schedule will be irregular but flexible.

Environmental Volunteers interns must be fingerprinted and pass a TB test before they are eligible to participate in school programs. Details of how and where to do this will be discussed with the selected candidate during training.

Note: The intern will need to provide his/her own transportation to/from the schools and field trip sites in Santa Clara and San Mateo counties. In addition, the intern must possess a valid California driver’s license and must submit proof of auto insurance.

Compensation:

In addition to being paid an hourly wage, the intern will be partially compensated for mileage. The intern will also receive these benefits:

• Paid training provided, including training materials, and mentorship from volunteers.
• The opportunity to participate in optional enrichment activities

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

Toby Goldberg; Interim School Programs Manager
SchoolPrograms@EVols.org