



330 Femrite Drive • Monona, WI 53716 • (608) 221-0404 • aldoleopoldnaturecenter.org

ALNC EDUCATION INTERNSHIP POSITION 2018-2019

ALNC is looking for an intern to assist with our education programs. Candidates must be available every Tuesday from approximately 10 am to 4 pm and have reliable transportation to and from ALNC. The position will begin primarily with assisting lead naturalists and students before, during, and after programming and includes the possibility of eventually leading programming.

OPPORTUNITIES AND RESPONSIBILITIES

- Assist with coordination of our Home School program by:
 - Creating rosters, sign-in sheets, and name tags,
 - Greeting and checking in families upon arrival,
- Assist with Home School program by:
 - Helping students,
 - Helping naturalists with set-up and clean-up,
 - Leading activities,
 - Eventually teaching as needed,
- Other administrative roles and tasks as needed, included but not limited to:
 - Maintaining our Little Free Library and/or Trailside Backpacks,
 - Data entry,
 - Small projects and tasks in a variety of departments.

REQUIREMENTS AND QUALIFICATIONS

- Must be at least 18 years of age,
- Reliable transportation to and from ALNC
- Available from approximately 10 am to 4 pm every Tuesday (exceptions of standard holidays),
- Available for the full Fall Semester, full Spring Semester, or both,
- Proven commitment and reliability,
- Interest in teaching environmental and climate education,
- Proven ability to work independently,
- Excellent organizational skills and ability to multi-task,
- Experience working with technology and computer skills,
- Communication skills, both oral and written.

OPPORTUNITIES

- Gain experience in a nationally recognized, innovative organization,
- Learn about the natural history of Wisconsin and gain insight into Aldo Leopold's philosophy,
- Gain valuable program development and teaching experience,
- Priority consideration for summer naturalist and summer internship positions (paid),

ABOUT ALNC

The Aldo Leopold Nature Center, Inc. is an independent, not-for-profit organization dedicated to environmental education and awareness. It operates the Aldo Leopold Nature Center and Nature Net: The Environmental Learning Network to enhance the education of children. The Aldo Leopold Nature Center is supported in part through private donations from local businesses, foundations, and individuals.

HOW TO APPLY

Individuals interested in this position are asked to submit a cover letter, resume, and three references to:

Heather Merewood

Education Manager

alncreg@aldoleopoldnaturecenter.org

Questions welcome to **608-221-0404 x 1** or alncreg@aldoleopoldnaturecenter.org.

Position posted on ALNC website until filled.

"Teach the student to see the land, to understand what he sees, and enjoy what he understands." – Aldo Leopold