

ALNC Education Internship Description 2016-2017

ALNC is looking for an intern to assist with our Home School program. Candidates must be available every Tuesday from approximately 10am-4pm 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 including 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/Qualifications

- At least 18 years of age,
- Reliable transportation to/from ALNC,
- Available from approximately 10am-4pm every Tuesday (exceptions of standard holidays),
- 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; computer skills,
- Communication skills, both oral and written.

Dates: Ideally from date of hire through the end of the school year but negotiable for just the remainder of the fall semester and/or just the spring semester.

Hours: Approximately 10am-4pm every Tuesday.

Compensation: Play an important role in a nationally recognized, innovative organization; gain valuable professional experience working with a non-profit; gain knowledge and increase coordination skills; priority consideration for summer naturalist and internship positions (paid); and earn great references!

To Apply: Submit cover letter, resume, and three references electronically to Creal Zearing, Program Coordinator, at alncreg@naturenet.com. Position posted on ALNC website until filled.