

TUALATIN HILLS PARK & RECREATION DISTRICT



Nature Explorers Camp (NEC) Intern Position Description

LOCATION: Tualatin Hills Nature Center

REPORTS TO: Environmental Education Coordinator & NEC Director

AGE REQUIREMENTS: Must be 18 years or older, or have successfully completed two years of the Nature Leaders-in-Training-Experience (LITE) program

TIME COMMITMENT: A minimum of 200 hours over four months, but positions can be expanded up to 550 hours. NEC runs 9 hours/day, Monday through Friday over the summer months and on school days off throughout the year. Flexible schedules are available.

POSITION SUMMARY: Join staff at Tualatin Hills Park & Recreation District to gain valuable experience in environmental education. Programs are based out of the Tualatin Hills Nature Center and take place in the 222-acre Tualatin Hills Nature Park as well as other District parks and field trip locations throughout NW Oregon and SW Washington. This position will assist with leading engaging activities, preparing materials and supervising children ages 7-10 in all program activities to provide a safe, enjoyable and educational experience.

BENEFITS:

- Develop skills in environmental education and interpretation.
- Opportunities to work with and receive guidance from seasoned educators who have years of experience teaching natural sciences, managing groups and leading interpretive programs.
- Experience working with and observing children of various ages and development levels.
- College or high school credit, when applicable, can be arranged through the appointee's academic advisor.
- May receive First Aid and CPR/AED training.

SUMMARY OF DUTIES (includes, but not limited to, the following):

- Work with Nature Center staff to lead educational activities and develop curriculum.
- Assist with leading a variety of educational activities including interpretation, hikes, games and crafts.
- Assist in the supervision of campers/children with the guidance of staff members including during swimming activities and bus trips.
- Assist in the maintenance of accurate records in regards to incidents and participant behavior issues.
- Follow and enforce THPRD safety and security policies.
- Help in the evaluation of environmental education programs.
- Assist with room/site set-up and check-in/out procedures.
- Record hours in the 'Volunteer Hourly Log Book' or via VIC Net (online volunteer database).
- Perform other duties as requested.

QUALIFICATIONS:

- Possession of a high school diploma or equivalent.
- Interest and/or experience in environmental education.
- Knowledge of, or willingness to learn, flora/fauna identification, games, crafts and interpretive skills.

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- Ability to comfortably hike up to four miles on varied and uneven terrain in natural areas.
- Ability to work comfortably, courteously and effectively with children, parents, volunteers and THPRD staff.
- Ability to commit to a set schedule.
- Regular and reliable attendance.
- Current First Aid and CPR certification is recommended, but not required.

EXPECTATIONS:

- Attend all required trainings.
- Each intern is expected to perform tasks that are within his/her physical capability.
- Each intern should understand that as a volunteer, he/she is a representative of THPRD and should act in a manner that promotes the district in a positive way.
- Each intern is expected to be timely and available to attend his/her scheduled shift. If you cannot attend your scheduled shift due to an emergency, please contact your supervisor.

BACKGROUND CHECK: A background check is required for this positions if the applicant is 18 years or older.

I.D. BADGE: A photo I.D. badge will be provided for this position.

WORKING CONDITIONS: Volunteering is in a natural outdoor setting, as well as an indoor setting with possible exposure to noise, heat, humidity, sunlight, wind, rain, cold, poison-oak, thorns, bees and steep surfaces. Position requires long periods of standing and working with large volumes of youth. Bending, lifting and stretching are required during normal activities.

APPLICATION INFORMATION: Please submit resume and completed volunteer application at <https://www.volgistics.com/ex/portal.dll/ap?AP=905367309> and indicate in the notes section your interest in the Nature Explorers Camp Intern position.

* Please note this internship does not include a stipend or housing.