

TUALATIN HILLS PARK & RECREATION DISTRICT



Outreach Intern Position Description

LOCATION: Tualatin Hills Nature Center, 15655 SW Millikan Way, Beaverton, Oregon

REPORTS TO: Environmental Education Coordinator and Outreach 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 three months. Positions can be expanded up to 550 hours. Outreach programs are scheduled weekdays, weekends and evenings over the summer months. Flexible schedules are available. Summer programs run June through September.

POSITION SUMMARY: Join staff at THPRD to gain valuable experience in environmental education. Programs are based out of the Tualatin Hills Nature Center and take place at parks, schools and community destinations throughout Beaverton, Oregon. This position will assist with providing engaging activities, preparing materials and supervising participants, ages 2 – adult 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 participants 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):

- Assist other Natural Resources staff with the delivery of educational activities including interpretation, hikes, games and crafts.
- Assist in the supervision of campers/children with the guidance of staff members.
- Assist in the maintenance of accurate records in regards to incidents and participant behavior issues.
- Complete an internship project that aligns with the intern's professional development goals and has been approved by the Interpretive Programs Supervisor.
- 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 successful completion of two years of the Nature Leaders-in-Training-Experience (LITE).
- Interest and/or experience in environmental education, science education or a related field.
- Willingness to learn or expand knowledge of flora/fauna identification, ecological systems, games, crafts and interpretive skills
- Ability to comfortably hike up to four miles on varied and uneven terrain in natural areas.

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- 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 the Tualatin Hills Park & Recreation District 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 a completed volunteer application at www.volgistics.com/ex/portal.dll/ap?AP=905367309 and indicate in the notes section your interest in the Outreach Intern position.

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