TUALATIN HILLS PARK & RECREATION DISTRICT

Nature Kids Preschool Intern

LOCATION: Tualatin Hills Nature Park Interpretive Center
REPORTS TO: Program Coordinator or Preschool Coordinator
AGE REQUIREMENTS: Must be 18 years or older
TIME COMMITMENT: 8 – 12 hours/week for a minimum of 3 months (must be available mornings 9 a.m. – Noon)

POSITION SUMMARY: Join the Nature Kids preschool staff at Tualatin Hills Park & Recreation District Nature Park Interpretive Center. Gain valuable experience in early childhood development as well as nature education, while working with the preschool coordinator to create and lead fun, age appropriate, educational activities. This position will assist with leading activities, preparing materials, and supervising children ages 3 – 6 in all program activities to provide a safe, enjoyable, and educational experience. Programs run September – May. The nature preschool programs are based in the 222-acre Tualatin Hills Nature Park and 200-acre Cooper Mountain Nature Park in Beaverton, Oregon.

Interns will benefit from this activity in the following ways:

- Experience with early childhood behavior, development and management.
- Opportunity to further develop skills in outdoor education and interpretation.
- Experience teaching and developing environmental education activities that will enhance the volunteer's resume.
- Receive support from staff and take the lead on existing projects.

SUMMARY OF DUTIES (to include, but not limited to):

- Works with Interpretive Center staff to lead educational activities and develop preschool curriculum.
- Assists in leading a variety of educational activities including hikes, games, plant and animal identification, and crafts.
- Assists in supervision of up to 16 children with 2 other staff members.
- Assist in preparing educational materials and equipment.
- Assists in maintaining accurate records of incidents and participant behavior issues.
- Follows and enforces child safety and security policies as set by Tualatin Hills Park and Recreation District.
- Assists in room set-up and supervision of student check-in/out procedure.
- Records hours in the 'Volunteer Hourly Log Book'.
- Performs other duties as requested.

Qualifications:

- Current First Aid and CPR recommended, but not required.
- Possession of a high school diploma or equivalent.
- Interest and/or experience in youth outdoor or environmental education.
- Knowledge of, or willingness to learn, flora/fauna identification, games, crafts, the skill of interpreting, as well as other outdoor skills.
- Ability to work comfortably, tactfully, courteously, and effectively with children, Park District Staff, parents and volunteers.
- Ability to comfortably hike up to 2 miles on any given day in varied and uneven terrain in natural areas.

EXPECTATIONS:

- Each volunteer 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.
- Attend all required trainings.
- Each volunteer is expected to perform tasks that are within his/her physical capability.
- Each volunteer should understand that as an intern, he/she is a representative of the Park District and should act in a manner that promotes the Park District in a positive manner.

BACKGROUND CHECK: A Tualatin Hills Park and Recreation District background check is required.

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

CONTACT INFORMATION:
Please send resume, cover letter and completed volunteer application to:

Melissa Marcum
Natural Resources Volunteer Coordinator
Tualatin Hills Parks and Recreation District
5500 SW Arctic Drive
Beaverton, OR 97005
mmarcum@thprd.org

* Please note this internship does not include a stipend or housing. In some cases professional development or first aid classes may be offered.