

TUALATIN HILLS PARK & RECREATION DISTRICT



THPRD
NATURAL
RESOURCES

Nature Kids Preschool Intern Position Description

LOCATION: Tualatin Hills Nature Center or Cooper Mountain Nature House

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 and must be available Tuesday & Thursday mornings 9 a.m. – Noon OR Monday, Wednesday & Friday afternoons 1 – 4 p.m. Programs run September – May.

POSITION SUMMARY: 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.

BENEFITS:

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

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

- Works with Nature Center staff to help 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 & Recreation District.
- Create a lesson plan for one day of preschool activities, with the help of District staff.
- Assists in room set-up and supervision of student check-in/out procedure.
- Records hours in the 'Volunteer Hourly Log Book' or VIC Net (online volunteer database).
- 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.

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- Ability to comfortably hike up to two 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 background check is required for this position.

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

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

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