



## FENNER CONSERVANCY ENVIRONMENTAL EDUCATION INTERNSHIP

Starting Pay Rate: Unpaid internship (1 position available)

Schedule: 15-25 hours per week depending on availability; shifts are a minimum of 4 hours between the hours of 9am & 4pm on weekdays, and 12pm & 4pm on weekends, with a strong preference to candidates with weekday morning availability 2-3 days per week; some evening and weekend work may be required

### Essential Position Functions:

Under the direct supervision of the Program Manager and Lead Naturalist, the Environmental Education Intern will undertake the following responsibilities:

#### Administrative (95%):

- Development and delivery of environmental education programs for schools, homeschool groups, and other clients (including alignment with curriculum standards)
- Lead interpretive tours, family programs, and evening campfire programs that cover a wide range of environmental topics
- Lead and/or participate in service learning projects with volunteers of all ages and abilities

#### Other Duties as Assigned (5%):

- This Position Description does not include all tasks that may be completed in this position. Duties may be added, removed, or modified at any time.

#### Education and Experience Requirements:

- High school diploma or GED.
- At least one (1) year of college-level course work with a 3.0 GPA. Courses in Primary study areas could include education, recreation, interpretation, environmental science, or biology.
- Previous experience communicating and interacting with children and adults, both individually and in a group setting preferred.
- Fenner Conservancy reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

#### Knowledge, Skills and Abilities Requirements:

- Knowledge of general ecology.
- Knowledge of the principles and practices of group communication.
- Skill in facilitating groups of children, adults, and families in an outdoor setting.
- Ability to develop promotional materials and interpretive displays.
- Ability to develop interpretive programming.
- Ability to communicate effectively, both verbally and in writing.
- Ability to effectively teach the public about environmental topics.
- Ability to proactively identify tasks that need to be accomplished and work independently to ensure their completion.

#### Physical Capacity Requirements:

This position requires the ability to walk, speak, hear, lift and carry, finger dexterity, and visual acuity. It also requires the ability to lift 10 pounds with occasional lifting of up to 40 pounds. Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions of the assignment.

#### Environmental Conditions of Position:

The work associated with this position will occur in both the office environment and the outdoor environment in all kinds of weather and in uneven terrain.

*To apply, please submit cover letter that addresses your goals for an internship, along with your résumé and a list of three professional references and their contact information to:*

Fenner Conservancy  
Attn: Jenny Mensch, Program Manager  
2020 E. Mt. Hope Ave. Lansing, MI 48910

Email: [programs@mynaturecenter.org](mailto:programs@mynaturecenter.org)  
(email submissions are preferred, but not required)

*It is the responsibility of the applicant to ensure that all paperwork required for the internship is presented and approved by all required parties prior to starting.*