



Environmental Education Outreach Intern

Job Summary: Learn about the field of environmental education while helping create an outreach program for middle and high school students and expanding outreach programs to underserved communities. This job is 20-30 hrs a week and is a temporary position for 45 weeks.

Details: This position is classified as a temporary part-time internship (30 hours/week), non-exempt position. And will include some evening and weekend hours. Must work outdoors in all weather conditions and routinely lift up to 40 pounds. Reports to Environmental Education Manager.

Position Availability: Position open until filled.

Responsibilities may include:

- Create a series of lesson plans for middle and high school environmental education programs
- Assemble outreach kits to accompany the new lesson plans
- Teach outreach classes for all ages but especially middle and high school students
- Expand the Garden's partnerships with underserved communities through programs with nonprofits, libraries, low income communities, and other organizations
- Set-up and Incorporate Educational Technology that will be used in our education programs
- Serve as an aid for students with special needs during our Summer Camp programs
- Participate in outreach events to recruit new participants; i.e.: outreach events and expos.
- Create educational activities for holidays and special events at the Garden
- Assist and help with animal care, cleaning and maintenance of resource tools, and education teaching areas
- Intern will have the opportunity to attend some North Carolina Environmental Educator Certification Classes to work towards their certification if desired.

Other

Attend staff meetings and participate in other staff activities.

During Garden special events such as Heritage Day, Holiday Lights, etc., additional hours will be required. This includes weekends and evenings.

Other duties as assigned by the EE Manager/Director of Marketing and Events

Qualifications: Some experience in environmental education preferred. Experience with lesson planning and teaching required. Must have excellent written and verbal communication skills, excellent interpersonal and communication abilities, and the ability to deal effectively with the public. Flexibility, an energetic nature and knowledge of the natural resources and environmental issues relevant to the Sandhills region is desired. Knowledge of computer programs such as Word, Excel, and Power Point is required. Must have your own transportation to shop for program supplies and attend outreach events. Applicants being considered will submit to a background check.

To Apply: Please complete a Cape Fear Botanical Garden application (available on-line at www.capefearbg.org/about-us/) along with résumé, three references and a cover letter and submit by email to bgoldentyer@capefearbg.org. No phone calls please.