



POSITION DESCRIPTION Education Internship

Position Title:	Education Intern
Employment Classification:	Internship
Reports to:	Community Programs Manager
Department:	Education Department
Salary:	Unpaid

Internship Description

The Living Coast Discovery Center is currently seeking enthusiastic and motivated individuals interested in gaining experience or a career in environmental education to participate in a part-time, unpaid internship.

The LCDC works to engage and inspire K-12 students and the general public to explore and learn about the natural world around them through Living Lab Programs, Wildlife Camps, Trail to Bay Hiking Programs, and other community programs, both onsite and offsite, all of which will be explored during this internship.

DUTIES AND KEY RESPONSIBILITIES

- Assist Educators in teaching Living Lab Programs, Wildlife Camps, and Community Programs.
- Interact with guests in an educational setting.
- Lead lessons, hikes, clean ups, games and crafts with campers, students, or the public.
- Aid animal handlers in presentations and feeding activities.
- Perform clerical duties as needed.
- Deliver interpretive talks and presentations to guests.
- Complete an intern project.

QUALIFICATIONS/SKILLS

Required Qualifications

- Must be at least 18 years old to participate in the internship
- Ability to work as a team and with minimal supervision.
- Ability to perform interpretive talks for guest experience.
- Ability to communicate and express scientific ideas to all ages.
- Able to work in outdoor conditions including sun, rain, wind, and heat.
- Be willing to learn about all aspects of education.
- Help with any tasks requested by the supervisor with a positive attitude.
- Participants must be able to adjust to changes within the daily routines.

Desired Qualifications:

- Desire to gain experience in working with children in a school, afterschool, or camp setting
- Desire to learn about environmental education in an informal setting
- Some knowledge of environmental science, general biology, zoology, or marine biology



Commitment:

- Interns will spend 12 weeks working within the Education Department
- Shifts are 8 hours, 8:30 a.m. – 4:30 p.m., with a minimum of two days per week between Wednesday and Sunday. One weekday and one weekend shift required.
- Schedules will depend on each intern's availability and must be consistent for the duration of the internship.
- Interns will be responsible for one project that they will be able to work on over the course of the internship, and will participate in other professional learning activities.

WORKING ENVIRONMENT/ESSENTIAL FUNCTIONS

Essential functions may include: lifting up to 20 pounds, climbing ladders, walking on uneven or wet surfaces, working in various weather conditions, and handling shellfish. Reasonable accommodations can be made.

HOW TO APPLY

Please complete the online **Volunteer Application Form** that can be found on our Internship webpage. In the application you will need to submit both a cover letter and resume. Applications without these documents will not be considered for the position.

Our internship interview consists of 3 stages. Stage 1 is reviewing applications, resumes, and cover letters. Stage 2 is a phone interview. Stage 3 is an in person interview. After submitting your application, we will contact you for your next steps.