



POSITION DESCRIPTION

Sustainability Internship

Position Title:	Sustainability Intern
Employment Classification:	Internship
Reports to:	Facilities & Sustainability Manager
Department:	Facilities Department
Salary:	Unpaid

Internship Description

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

LCDC works with the City of Chula Vista to educate the public and schools about food waste diversion through backyard composting workshops, Master Composter courses, and zero waste initiatives.

DUTIES AND KEY RESPONSIBILITIES

- Assist the Facilities and Sustainability Manager in teaching compost workshops, Master Composter Training Courses (Spring & Fall sessions only), school composting outreaches and onsite field trips.
- Aid in development of educational sustainability programs and expanding our Zero Waste program.
- Interact with guests in an educational setting at Zero Waste sorting stations for onsite/offsite rentals and events.
- Follow up with participants of our composting program and schools who received compost presentations within the last 6 months.
- Aid in the maintenance of the compost garden: collecting organic waste, turning and sifting compost piles.
- Perform clerical duties such as data entry or filing.
- Aid in creating and implementing greener initiatives in the workplace.
- Complete an intern project.

QUALIFICATIONS/SKILLS

Required Qualifications

- Ability to work as a team and with minimal supervision.
- Ability to speak in a public setting through outreaches and workshops.
- Ability to communicate and express scientific ideas to all ages.
- Ability to work in outdoor conditions including sun, rain, wind, and heat.
- Be willing to learn about all aspects of sustainability.
- Help with any tasks requested by the supervisor with a positive attitude.
- Participants must be able to adjust to changes within the daily routines.
- Ages 16 and up only.

Desired Qualifications:

- Experience working with children and adults in an informal educational setting
- Experience with Environmental Studies or Environmental Science

No composting experience necessary, but must be willing to learn and work with organic waste and soil.

Commitment:

- Interns will spend 12-14 weeks working within the Facilities Department
- Shifts are 6-7 hours, 9:30 a.m. – 4:30 p.m., with a minimum of one day per week. Open to flexibility to accommodate school schedules.
- Must complete at least 96 hours of service
- 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/pushing/pulling up to 50 pounds, climbing ladders, walking on uneven or wet surfaces, working in various weather conditions. 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.