

HOUSTON ARBORETUM & NATURE CENTER

Environmental Education Intern

Reports To: Education Director

Employment Status: Full Time

Rate of Pay: \$12/hr, up to 40 hrs a week, paid bi-weekly

About the Arboretum

Houston Arboretum & Nature Center is a nonprofit organization whose mission is *to provide education about the natural environment to people of all ages, and to protect and enhance the Arboretum as a haven and sanctuary for native plants and animals*. Located on the western edge of Memorial Park, this 155-acre urban nature sanctuary encourages visitors to slow down and enjoy the natural world. One of the first nature education facilities for children in the state of Texas, the Arboretum proudly welcomes over 10,000 school children and 600,000 visitors annually.

Please visit our website for more information on the history, people, and programs of the Arboretum.

<http://www.houstonarboretum.org/>

Job Description

Environmental Education Interns work side by side with our Naturalist teaching staff to deliver educational lessons and activities for children ranging from toddlers to 12 years old during week-long summer camp programs and family classes. Interns participate in 1 week of training and rotate through various summer camp duties for 10 weeks.

We believe nature is the best classroom, so we deliver hands-on lessons in an outdoor, natural environment. Our educational programs are fun, creative, innovative, and we hold our content and program delivery to the highest standards. All instructors must have the ability to engage and direct kids in a variety of settings and group sizes, while clearly explaining science and conservation topics. Equally important is a passion for sparking curiosity, modeling enthusiasm, and inspiring a lifelong appreciation of environmental stewardship.

Expectations & Opportunities

- Learn to develop, prepare, and lead educational and interpretive programs in an outdoor, natural environment
- Prepare classroom materials, set-up, and clean classroom spaces
- Develop career and professional skills with feedback, evaluation, and guidance from mentors
- Work alongside experienced environmental education professionals in a supportive environment
- Cultivate interpersonal skills working with volunteers, families, and students of diverse ages and backgrounds
- Always ensure safety of all participants and model Leave No Trace principles
- Safely use, maintain, and organize all supplies, equipment, and facilities
- Commit to accessibility, equity, and inclusion for a diverse community of students of all ages
- Lead by example and serve as a role model for environmental literacy and stewardship
- Perform all Naturalist Intern duties and tasks as assigned

Requirements

- Hold, or currently be enrolled as a junior or senior in an undergraduate degree program in Biology, Environmental Science, Wildlife, Recreation, or Education related field
- Available to work May 30 – August 11, 2023
- Genuine interest in working with children outdoors
- Comfortable with exposure to outdoor weather such as heat, humidity, and rain
- The ability to lift to 25 pounds, move safely over uneven terrain, climb stairs, and work frequently outdoors
- The ability to follow all procedures, regulations, and safety measures put in place related to COVID-19
- Responsible for housing and transportation to and from the Houston Arboretum

Timeframe and Additional Details

- Training May 30 –June 2
- 10 weeks teaching rotations June 5 – August 11

How to Apply

Submit the documents below to Education Director, Tiffany Ritter, at tritter@houstonarboretum.org. Please send as PDF files and title all documents with your first and last name.

- One page resume with work history, relevant coursework, and any other relevant information
- One page cover letter explaining why you are interested and qualified for this opportunity and what experiences you hope to achieve through the internship
- Unofficial Transcripts
- 2 professional or educational recommendations