



POSITION DESCRIPTION

Position: AmeriCorps Member/ Environmental Education Intern

Reports to: Education Coordinator

Status: May-Aug quarter-time 450-hour AmeriCorps position

Pay Scale: AmeriCorps Living Allowance & Education Award for 450-hour minimum time position

Duties and Responsibilities:

- Responsible for preparing for and leading 8 weeks of summer camp for elementary ages
- Responsible for development, implementation and execution of Education priority project
- Provide educational tours and programs to the public.
- Develop and execute environmental education programs to all ages.
- Teach environmental education programs to summer student program.
- Assist with coordination of volunteers.
- Aid in marketing of educational programs for the public.
- Maintain inventory of educational supplies.
- Provide visitors to the Gardens with information and support.
- Attend and participate in required AmeriCorps trainings and meetings
- Complete and submit all AmeriCorps timesheets and reports in a professional and timely manner.
- Assist with event activities.

Work Hours: Daytime, some weekends and evening hours.

Education and/or Work Experience: Experience working on teams and with children is desirable. Candidate must have a valid driver’s license and reliable transportation.

Other Qualifications:

- Able to work independently and within small work teams.
- Good interpersonal skills.
- Friendly and outgoing.
- Attention to detail.
- Self-motivated and hardworking.
- Passion about people, nature and education.

Physical Requirements:

- Able to stand, bend, kneel, climb, reach, pull, push, sit, grab, and lift and carry (up to 50 lbs.) daily in all weather conditions.

To apply: Send cover letter and resume to info@monkgardens.org. For questions call 715-261-6309.

Member Signature

Date

Site Supervisor Signature

Date

AmeriCorps Team Program Director Signature

Date