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**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 quarter 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
* Assist with educational events and workshops
* 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

**Work Hours:** Daytime, some weekends and evening hours.1-2 overnight programs may be required.

**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
* Passionate 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 kroettiger@monkgardens.org. For questions call 715-261-6309.