



2024 JOB POSTING

Environmental Education Intern

West Bloomfield Parks is hiring an Environmental Education Intern to aid our department's nature programming including nature camps. The internship is seasonal part-time with approximately 25-30 hours per week, weekdays; with occasional evenings and weekends scheduled, based on program schedule.

JOB SUMMARY: This internship will focus heavily on summer nature camp programming and Nature Room operations including Open Hours program. It will also include many opportunities to experience different aspects of our department: hands-on experience in special events, park operations, customer service, marketing, and enrichment programs for seniors, families, adults and youth.

The individual will gain experience in nature program operations, animal handling, communication, leadership, logistical practices, document management, community engagement and enrichment. This internship requires someone that is a responsible leader and can thrive in a fast-paced environment, both in an office setting or at nature programs.

This internship requires the following qualities: punctuality, detailed oriented, ability to work independently and as a team player plus a good listener with a positive attitude. The length of the internship; start and end dates are negotiable with a typical schedule of 25 - 30 hours per week starting in the spring and running through the summer for approximately 480 hours.

For a complete job description with primary duties and responsibilities, visit <https://www.wbparks.org/employment/>

HOURS: Part time, from 25 to 30 hours per week, starting May 1 through August 28. Work days will typically be Tuesdays through Friday, with shifts varying from 8am to 4:30pm. Hours may vary with occasional evenings and weekends. Flexible schedules can be offered depending on the intern's school/work schedule. Park Naturalist Supervisor will work with candidate to determine actual schedule.

QUALIFICATIONS: Qualified candidates will be college juniors, seniors or recent graduates of outdoor recreation management, environmental science, education or related degrees preferred. Applicants must hold a High School Diploma; CPR, First Aid, AED, Epi Pen certification preferred or we will provide. Must pass a criminal history check as well as central registry clearance.

HOURLY RATE: \$12.25 -\$13.00 per hour depending on qualifications; bonus opportunity for the end of the season.

TO APPLY: To be considered for this position, please submit a completed application and resume on or before March 20, 2024. Position open until filled.

HR Department
West Bloomfield Parks and Recreation
Commission 4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Applications are available for download here: [wbparks.org/employment](https://www.wbparks.org/employment/).



Job Description

Job Title: Environmental Education Intern

Department: Recreation

FLSA Status: Non-Exempt

Salary Grade: SEAS A

Position Description Summary:

The Environmental Education Intern will work closely with the Recreation leadership team while learning valuable skills needed in the nature programming field. This internship will focus heavily on nature program assistance with an emphasis on summer camp programming (1 day/week at single day nature camps and 1 day for 4 weeks canoeing with Camp WB) and Nature Room operations, including Open Hours program, but will include many opportunities to experience different aspects of our department; will include: hands-on experience in special events, park operations, customer service, marketing, and enrichment programs for seniors, families, adults and youth.

The individual will gain experience in nature program operations and facilitation, animal handling, communication, leadership, logistical practices, document management, community engagement and enrichment. This internship requires someone that is a responsible leader and can thrive in a fast-paced environment, both in an office setting or at nature programs.

Working Hours: Part time, from 25 to 30 hours per week, starting May 1st through August 28th, typically: Tuesdays through Fridays 8:00am-4:30pm. Hours may vary occasionally, with occasional evenings and weekends. Flexible schedules can be offered depending on the intern's school/work schedule. Park Naturalist Supervisor will work with candidate to determine actual schedule.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Assist with captive animal care enrichment which includes animal handling.
- Assist with interpretive nature education and water-based programs.
- Work nature-based special events. Work Department special events as assigned.
- Assist with park operations as needed in regards to stewardship and citizen science projects.
- Learn aspects of customer service operations as assigned.
- Participate with Recreation team planning, professional development, innovative/trends discussions, etc.
- Assist with Bluebird box monitoring and reporting.
- Supports the Nature department with programs and events when needed.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- Qualified candidates will be college juniors, seniors or recent graduates of outdoor recreation management, environmental science, education or related degrees preferred.

- Must possess valid Michigan Driver’s License.
- Proficient in Microsoft Word, Excel and Publisher preferred.
- CPR certified (WB Parks will provide training if needed).

Knowledge, Skills and Abilities:

- Strong communication skills including in-person, over the phone and in writing.
- Good organizational skills with emphasis on detail.
- Must be productive, courteous, flexible, resourceful and creative as well as have effective work skills.
- Candidate must be a self-starter who exhibits a desire and motivation to learn and the ability to work as part of a team.
- Strong written and oral communication skills.
- Ability to fish, canoe and kayak; able to teach and lead preferred.
- Must be professional in appearance.
- Experience working with children is preferred.

Equipment, Machinery, Tools and Vehicles Used:

Office equipment used includes computer, fax machine and large capacity printer. Required to drive the WB Parks recreation minivan as needed and required to use a canoe.

Physical Demands:

This position is an office position as well as an outdoor position. Therefore must be able to sit for long periods of time at a computer work station, typing and making phone calls. However, when field time required, must be able to stand and tolerate the outdoors for long periods of time, in all elements. Must be able to lift 25 pounds.

This is a safety sensitive position and drug screenings may be required.

Working Conditions:

Must be able to work in a fast paced environment and able to meet various deadlines. Work involves exposure to dust, dirt, noise, live animals, pesticides and adverse weather. This position may be exposed to extreme heat and cold when field time is required. Some travel is required to various site locations, offsite meetings, continuing education opportunities and conferences.

Benefits:

This position is ineligible for all benefits, including participation in the 401a.

Reporting Relationships:

A person in this position will report to the Park Naturalist Supervisor & Park Naturalist Programmer.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Executive Director Signature

Date

This position description is intended to describe the general nature and level of work being performed

by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.