

JOB TITLE: Naturalist Intern

WORK HOURS: 40 hours/week, June - August
Includes July 4th, some weekends and evenings

ILLUSTRATIVE DUTIES:Administrative

Maintain accurate program records.
Submit weekly planning schedule Hidden Meadows Day Camp classes one week ahead of time.
Prepare written evaluations of the programs.

Personnel

Assist Camp Coordinator with training sessions and planning meetings.
Provide input for performance evaluations of volunteers.

Programming

Plan and coordinate a weekly naturalist class for each group of campers (ages 6-12), based on the weekly theme.
Assist in planning and conducting the week-long Junior and Senior Naturalist programs.
Demonstrate, lead and teach activities to program participants.
Serve as an outdoor education resource person for the camp counselors.
Research ideas for new program activities.
Teach a sense of care for the natural environment through proper actions and activities.
Assist with Summer Special Events as needed.
Assist with weekly all-camp special events.
Work at the Park District's booth at the Centerville Americana Festival, July 4th, as needed.
Make recommendations for program improvement.

Public Relations

Serve as a public relations within the community.
Maintain an atmosphere of cooperation and camaraderie between program participants and staff.
Conduct a litter sweep and safety check at the parks first thing each day.

General Duties

Attend all staff training sessions including CPR and 1st Aid Certification.
Ensure the safety of all campers by maintaining a safe, clean and controlled area.
Educate all park users on park rules and regulations.
By setting an example, encourage proper use of parks and park equipment.
Be responsible for all park equipment issued to you.
Perform basic first aid as necessary.
Other duties as assigned

QUALIFICATIONS:

Proven experience with children's programs.
Exceptional skills in organization and communication.
Must be insurable by Park District insurance to operate vehicles.
Reliable transportation.
Background and knowledge in natural history and environmental education concepts.
Ability to work well with others and as part of a team.

This position starts June 13, 2011 and goes through August 12, 2011. Interns are welcome to start a week or two earlier and/or stay a week longer depending on program needs. Pay starts at \$8.10/hour.

To Apply: Visit www.cwpd.org, click on Employment Opportunities under the General tab and download an employment application. Mail, drop off, or fax your resume and application to the attention of Lucy Siefker, Naturalist or email it to lsiefker@cwpd.org.