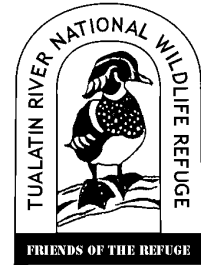




## **Tualatin River National Wildlife Refuge** **Internship Position Description** *Environmental Education Coordinator*



Friends of Tualatin River National Wildlife Refuge is looking for an enthusiastic, motivated person to join the Refuge team from September 2010-August 2011. The Environmental Education Program focuses on connecting people to nature through on-site field trip visits, educator support, and informal family-oriented activities. We believe that incorporating environmental education into traditional classroom curriculum and recreational activity is crucial for establishing an informed and involved citizenry that takes an active role in local conservation efforts. The Friends will be funding this position through a youth initiative that seeks to provide young adults meaningful training and experiences to explore possible careers in natural resource education and conservation.

### **POSITION SUMMARY**

This position will coordinate the Refuge's environmental education program, with a special new emphasis on expanding program offerings to diverse and/or underserved students and youth. The incumbent will provide the leadership to fully implement the environmental education program. Intern activities will include building the education program capacity by:

1. Scheduling and accompanying school field trips and other groups at the Refuge (50%);
2. Conducting outreach to teachers and educators (25%);
3. Scheduling and conducting teacher workshops (10%); and
4. Expanding the existing Volunteer Naturalist program to assist with the education programming (15%).

### **LOCATION**

Tualatin River National Wildlife Refuge, 19255 SW Pacific Hwy, Sherwood, OR 97140

### **ESSENTIAL FUNCTIONS (including, but not limited to):**

- Schedule and conduct student field-trips to the Refuge.
- Schedule and assist with conducting teacher workshops.
- Nurture existing and train new volunteer naturalists to assist with the education program.
- Conduct outreach to educators, schools, partners and community groups.
- Conduct interpretive programs and outreach to the community and for Refuge visitors.
- Conduct summertime education activities focused on non-formal education and youth organizations.
- Assist in the planning of special events including Refuge Week and Migratory Songbird Festival.
- Assist with planning and conducting volunteer appreciation events.
- Conduct general office duties in support of the project including mailings, filing, email, and phone.

## **WORKING CONDITIONS**

This position requires office, classroom, and outdoor work. Temperature and weather extremes may be encountered in the performance of outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as to not endanger self, fellow workers, visitors or property.

## **QUALIFICATIONS**

- Must be at least 18 and under 25 years of age at the time of hire.
- Must be a U.S. citizen
- Valid driver's license for operating vehicles during work hours.
- Desire to work with people to promote public education, environmental awareness and stewardship.
- Strong organizational and interpersonal communication skills in a cooperative manner with the ability to work as part of a team.
- Ability to communicate and interact with people in a positive and professional manner at all times, including diverse staff, colleagues, partners, community members, and the visiting public.
- An independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people.
- Willingness to work a flexible schedule, including weekends and some evenings.
- Serve as part of a team.
- Maintain a professional commitment to the goals of Tualatin River National Wildlife Refuge.
- Possession of a high school diploma or equivalent.
- Ability to commit to the full term of service for which they are applying.
- Regular and reliable attendance.

## **DESIRED ATTRIBUTES**

- Desire and ability to work independently.
- Interest or experience in natural resources and in environmental education and interpretation.
- Desire and ability to recruit and manage volunteers.

## **HOURS**

Incumbent must complete a 1,550 hour internship of which at least 1,400 hours is focused on refuge related projects and 150 hours is focused on individual development. A typical work week will be 32 hours/week, 4 days/week, with opportunistic development hours. Holidays and time off will be scheduled.

## **COMPENSATION**

This is compensated with a \$1,000/month stipend for 11 months. A completion bonus of \$5,000 will be granted after successfully fulfilling the terms of the internship. A successful completion includes completing the 1,400 hour requirement during the 11-month term while maintaining a satisfactory level of performance.

## **HOW TO APPLY**

Please email a resume and cover letter explaining your relevant experience and interest to Wildlife Center Coordinator, Sarah Dunham at [sarah\\_dunham@fws.gov](mailto:sarah_dunham@fws.gov).

**QUESTIONS?**

Contact Wildlife Center Coordinator, Tualatin River National Wildlife Refuge, 503-625-5944 x234 or [sarah\\_dunham@fws.gov](mailto:sarah_dunham@fws.gov).