



Position Description

TITLE: Education Program Internship

GENERAL SUMMARY:

The Franciscan Earth Literacy Center (FELC) is an environmental education facility offering models of sustainability to the general public, featuring a “strawbale” house, solar array, wind turbine, innovative and impactful environmental programs for youth and adults, over 11 acres for farming, agricultural initiatives and outdoor activities, including a greenhouse, free range chickens, hoop houses, chemical free herb and vegetable gardens, woodlands and wetland area.

The internship will be a hands on educational experience in which the intern will be exposed to all facets of the operation of FELC. The intern will work directly with the Environmental Educator. Educational programs may be presented indoors or outdoors; at the FELC campus or external to FELC and within the community, schools, and other locations.

PRINCIPAL DUTIES & RESPONSIBILITIES:

1. Embraces the mission and vision of FELC to recognize our oneness with all creation, and to reflect transformation through teaching and demonstrating the value and practice of living simply, in harmony with creation, and to consider that mission and vision in the performance of all other job duties.
2. Assists in the development of youth and adult environmental education programs and lesson plans, which further the mission and vision of FELC.
3. Works closely with the Environmental Educator in instructing and teaching program participants.
4. Sets a good example in all areas, including cleanliness, punctuality, clean-up, rules and sportsmanship.
5. Observes participant behavior during programs, assesses its appropriateness, enforces appropriate safety regulations and emergency procedures and applies appropriate behavior management techniques.
6. Maintains educational supplies and facilities used for educational programs.
7. Assists in the coordination of FELC volunteers and camp counselors for education programs.
8. Performs office duties in furtherance of the operation of the offices of FELC, including but not limited to answering telephone, mail and emails, administrative support for FELC, housekeeping and other day to day operational duties.
9. Assists with the care and feeding of FELC animals, both inside and outside.
10. Assists in caring for the vegetable and produce gardens used for educational programs on chemical free sustainable agriculture.

11. Assists in marketing FELC programs by providing program information to the Communications Coordinator for developing brochures, mass emails, social media and disseminating information throughout target audiences.
12. Responsible for knowing and adhering to FELC safety procedures.
13. Offers additional support to FELC staff as opportunities arise and time allows.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

1. At least one year of working toward or completion of an undergraduate or graduate degree in education, environmental education, natural sciences, or a related area.
2. Excellent interpersonal and written communication skills.
3. Strong organizational and time-management skills.
4. Familiarity with Microsoft Office programs.
5. Independent highly organized and detail oriented.
6. Energetic, hard-working and enthusiastic team player.
7. Ability to successfully pass a background check. Documentation establishing your right to work in the United States is required along with submission of fingerprints and the subsequent successful background check.
8. Physical strength and ability to perform tasks:
 - a. Must be able to bend, stoop and kneel;
 - b. Ability to lift a minimum of 25 pounds;
 - c. Ability to push/pull objects up to 25 pounds;
 - d. Ability to stand for up to 8 hours a day.

COMPENSATION, DATES AND HOURS:

There is a stipend of \$2,500 for the summer. There will be 8 weeks of camps. The camps are Monday through Friday, 8:00 a.m. to noon. The intern arrives 30 minutes prior to camp and stays after to assist in cleanup and preparing for the next day's camp. The internship will be for approximately 250 hours.

INTERNSHIP BENEFITS:

1. Gain experience in teaching programs dealing with environmental education.
2. Gain experience in sustainable agriculture.
3. Gain experience in nonprofits and how they operate and issues they face.
4. Develop office and time management skills.

HOW TO APPLY:

Please e-mail your cover letter and resume to jalvarado@tiffinfranciscans.org