



## **Sugarbush Programs Intern Position Description**

### **Organization**

Blandford Nature Center is a community-based 501 (c)(3) nonprofit organization working to invigorate relationships with nature that lead individuals to transform their community and create a healthy, sustainable world. Our mission is to educate, engage, and empower our community to become stewards of the natural world that sustains us.

### **Internship Summary**

Assist in the facilitation and implementation of school programs, community events and festival related to Sugarbush Season at Blandford Nature Center.

### **Supervisor**

Renee Baker, Community Engagement Specialist & Katelyn Nettler, Volunteer & Outreach Manager

### **Duties & Responsibilities**

#### *Sugarbush Programs & Community Events*

- Lead on-site school and community Sugarbush programs when needed
- Prepare materials and props for various school and community Sugarbush Programs
- Maintain high standards of safety and well-being of program and event participants
- Assist in the maintenance and storage of program equipment, supplies, and facilities
- Assist with other Sugarbush duties as assigned

#### *Sugarbush Festival*

- Act as one of the lead organizers of the Sugarbush Festival (March 18<sup>th</sup>) and Sugarbush Planning Committee
- Coordinate and monitor event timelines to ensure deadlines are met
- Coordinate event logistics
- Initiate and participate in efforts to publicize event

### **Required Qualifications**

- At least two (2) years of college-level course work with a 3.0 GPA. Primary study areas could include event planning, education, youth development, environmental sciences, natural sciences, parks & recreation management or related field
- Positive and energetic role model in attitude and behavior
- Excellent reliability and ability to work independently
- Ability to work effectively with various audiences from students in the outdoors to members of the public in all types of weather and over uneven terrain
- Ability to work effectively with all Blandford Nature Center staff and volunteers
- Excellent communication skills and interpersonal skills



# BLANDFORD | nature center

- Excellent computer skills required, including Microsoft Office and Google Suite
- Criminal history background check will be required

## *Preferred Qualifications:*

- Experience in outdoor education and/or camp settings
- Experience working with students from diverse backgrounds and cultures
- Experience with event planning or interest/skills in related fields
- CPR and First Aide certification

## *The attitudes and personal characteristics demonstrated in this position are:*

- Self-motivated, problem solver with the ability to work both independently and as part of a team in a fast-paced and sometimes chaotic nonprofit environment
- Make decisions requiring good judgment in the absence of specific directions
- Detailed-oriented, meticulous, and organized
- Technology savvy and able to learn new computer programs
- Projecting a positive and professional image within and outside the organization

## **Compensation**

This internship is unpaid. Education credit available.

## **Time Commitment**

20-30 hours per week for 1 semester. The work schedule is mostly weekdays between 8:45am-3:00pm, with some Saturday availability. Start date January 30, 2017 with flexibility for the start and end dates however the start date will be no later than February 13, 2017.

## **To Apply**

Please send a resume, cover letter & [volunteer application](#) to:

Blandford Nature Center  
Attn: Katelyn Nettler, Volunteer & Outreach Manager  
1715 Hillburn Ave NW  
Grand Rapids, MI 49504

-or-

Katelyn Nettler  
Subject: Sugarbush Programs Internship  
[volunteer@blandfordnaturecenter.org](mailto:volunteer@blandfordnaturecenter.org)