



COMMUNITY PROGRAMS INTERNSHIP POSITION DESCRIPTION

Position Title: Community Programs Intern

Reports to: Community Program Manager and other Managerial staff as necessary

Position Description: Develop, implement, and assist Community Programs Manager in all community programs and events

Responsibilities:

- Develop, assist, and/or lead recreational, environmental, & family centric community programs
- Maintain high standards of safety and well-being of program participants
- Assist in the maintenance and storage of program equipment, supplies and facilities
- Assist in documentation and evaluation of all programs including participant satisfaction and program effectiveness
- Assist with all festival, events, and program preparations and implementation
- Assist with other duties as assigned

Minimum Required Qualifications:

- Two years' coursework in the field of education, youth development, environmental sciences, natural sciences, community engagement, business & marketing, parks and recreation management or related field
- Previous teaching/working with school students and the public
- Positive and energetic role model in attitude and behavior
- Excellent reliability and ability to work independently
- Ability to work effectively in the outdoors, in all types of weather and over uneven terrain
- Ability to work effectively with all Blandford Nature Center staff and volunteers
- Excellent communication and interpersonal skills
- Competency in Microsoft Office and Google Documents

Preferred Qualifications:

- Experience working with students from diverse backgrounds and cultures
- CPR and First Aid certification

Time Commitment:

- Average 15-20 hours per week, 9:00 am-3:00 pm, Tuesday -Saturday. (Days and times have some flexibility)
- Occasional nights and Saturday's required
- Start date Mid-February 2019 Start (Date can be flexible but no later than March 1st 2019)

Compensation:

- Stipend
- Complimentary Family Membership

To Apply:

Please send the following documents electronically to internships@blandfordnaturecenter.org

- Cover letter
- Resume
- Full contact information for three (3) references
- Completed Volunteer Application (found at Blandfordnaturecenter.org)

Interviews will begin as qualified application packages are received. This position is open until filled.

Blandford Nature Center's Mission:

To engage and empower our community through enriching experiences in nature.

Blandford Nature Center's Vision:

A thriving, diverse community that supports a healthy, natural world.

Blandford Nature Center's Values:

- Inclusion: Intentionally welcoming and embracing everyone.
- Stewardship: Responsibly using and caring for all our resources.
- Integrity: Demonstrating honesty, authenticity, and transparency within our organization and community.
- Experiential: Providing direct opportunities to enjoy, explore, and learn in nature.
- Partnership: Connecting and collaborating to effectively serve our community.
- Innovation: Using creativity and curiosity to continuously improve.

The policy of the Blandford Nature Center is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. Blandford staff, board and volunteers commit to ensure equal access to Blandford and all of its educational opportunities by all people.

In essence, diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals. All individuals are welcome at Blandford Nature Center, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, and pregnancy), religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. We all share the responsibility to ensure diversity and inclusion throughout Blandford, and seek to recruit, engage, and retain a leadership composed of volunteers and staff that equitably and fairly represent our constituency.