



Summer 2024 Internships - Fern Hollow Nature Center

1901 Glen Mitchell Rd. Sewickley, PA 15143 www.fhnc.org

SUMMER EDUCATION INTERNSHIP POSITION DESCRIPTION (3 Openings):

The primary roles of the Education Interns will be to assist Fern Hollow's Education Department in the preparation, planning, & implementation of various environmental education programming, including field trips and summer camps, with children ranging from 3 to 14 years old. Ideal candidates must be comfortable with independently managing small groups of children. In many cases, interns will also be in charge of directing younger counselors and volunteers. When an intern is working a camp, they will create a lesson plan for the Friday of camp.

Interns will also assist with the everyday maintenance and care of the facilities, which include the FHNC outdoor classroom, nature play area, native gardens, and trails. Other occasional duties include clerical or office assistance, as well as participation in a number of specialty projects dealing with wildlife conservation, water quality analysis, etc. Fern Hollow will provide on-site training.

Begin: Mid-to End-of May 2024

End: Mid-to End-of August 2024

Hours & Pay: Interns will work 230 hours (no more than 20-25 hours a week; approximately 12-13 weeks total) and, upon fulfillment of hours, will receive a stipend of \$2,500 at the conclusion of their work period. Interns are responsible for keeping an accurate record of hours worked. Interns will also need to report their weekly hours.

Typical shifts will occur Monday through Friday, between 8:30 am-12:30pm, 12:30pm-5:00 pm with the possibility of some weekend and evening programming.

Fern Hollow can provide any necessary documentation to the intern's school or institution for the acquisition of credit as applicable.

Location: Positions will primarily be based out of Fern Hollow Nature Center at 1901 Glen Mitchell Rd. Sewickley, PA 15143, with occasional off-site travel to other local parks or locations such as Ohio Township Community Park, Walker Park, or Sewickley Heights Borough Park. Interns are responsible for their own transportation to work sites.

Requirements:

- Must be at least 18 years old, with a High School diploma or GED, and currently enrolled in a post-secondary program.
- Must hold or be willing to obtain (paid for by FHNC) the following clearances before beginning work:
 - Act 34 (PA State Criminal History Record)
 - Act 151 (Child Abuse History Clearance)
 - FBI Fingerprint Clearance (Unless you have been a resident in Pennsylvania for the past 10 years)
- Must enjoy being outdoors, working with children, and have a passion for nature.
- Must have reliable transportation.
- Must be able to take direction.
- Must have the ability to lift up to 50lbs.
- Primary consideration is given to candidates pursuing degrees in environmental sciences or education.
- Previous teaching, leadership or counselor experience in summer camps, scouts, youth groups, etc. is a plus.

TO APPLY: Please email a resume and cover letter to info@fhnc.org. In the email subject line please include summer internship and your name. Deadline to apply is April 19, 2024.