

POSITION DESCRIPTION

Environmental Education Intern

Description of the Position

The Environmental Education Intern works under the direct supervision of the Manager of Environmental Education and collaborates with Center staff and volunteers to deliver research-based lessons and interactive programs for diverse audiences in the Inland Bays watershed. This primarily includes youth and public programs at the James Farm Ecological Preserve, but may also include off-site programs such as those at K-12 schools and/or local community group meetings/events.

Duties and Responsibilities

- Assist Center staff during youth & public programs at the James Farm Ecological Preserve and off-site, as needed.
- Assist with the upkeep of education program records (e.g., registration and associated mailing list requests) and supplies/equipment.
- Assist external outreach efforts by providing content for educational program advertisements (e.g., flyers, social media, etc.)
- Conduct other tasks as assigned by the Manager of Environmental Education, Director of Outreach & Education, and/or Executive Director.

Qualifications

- Completed (or currently pursuing) a 2 or 4-year degree in environmental science, biology, education, or a related field. In lieu of a degree, consideration will also be given to individuals with a certificate in a related field and/or a minimum of 1-year experience in the field of experiential education.
- Availability from approximately May 27 - August 29, 2025.
- Passion for environmental/science education.
- Comfort working with diverse age groups (youth & adult) in an outdoor setting.
- Knowledge of native species, watershed science, and experiential learning practices is a plus.

Position Type

Part-time, roughly 32 hours/week. The bulk of the hours will be spent assisting during programming at the James Farm Ecological Preserve. There may be weekend and/or evening work required. Salary is \$15/hour, no benefits.

December 2024



To Apply

Please submit a cover letter, resume, and two references as a single PDF document to

Jackie Knoll, Manager of Environmental Education at hire@inlandbays.org. Review of applications will begin February 17th and the position will remain open until filled. Ideal start is May 27, 2025.

Physical Demands and Work Environment

Work is performed in the field primarily at the James Farm Ecological Preserve located in Ocean View, DE, in the Center's Indian River Inlet facility, and at various locations around the Inland Bays Watershed. Remote office work permitted as appropriate. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 25 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, wading into water up to the waist, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Funding for this position is contingent on the continued availability of grant funding. Evening or weekend work is sometimes required. A flexible schedule is permitted. The position is subject to the Center's Office Policy Manual.

The Center for the Inland Bays is an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.