

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

Position Announcement

January 26, 2015

Field Instructor

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for the park and provide services to enhance public use and enjoyment of the park. The Conservancy and the National Park Service (NPS) work in partnership to manage the Cuyahoga Valley Environmental Education Center (CVEEC). Programs at CVEEC are designed to educate and inspire youth and adults in a 500 acre natural setting. Offerings at the center include a four-day, three-night educational experience for fourth through eighth grades; day programs for preschool, elementary, and secondary school classes offered in the park and at area schools; and weekend retreats for educational and community groups.

Position Description

- Participate in a comprehensive training and attend weekly professional development workshops;
- Work collaboratively with the CVEEC team to conduct programming for groups;
- Lead morning, afternoon and evening instructional units on natural history, human history and environmental appreciation using the field, labs, and activity areas;
- Teach day programs and participate in our special programming;
- Participate in sessions and complete assignments in the academic program at EEC
- Contribute to other aspects of operations at a residential environmental education center, as assigned.

This is an intense, but highly rewarding experience; expect to work 50-60 hours per week, and weekend work will be required. This seasonal internship term is through June 5, 2015. Interns are not responsible for students after the conclusion of evening programs, and supervisory responsibility is shared at all times with teachers from participating schools.

Minimum Qualifications:

Bachelor's degree or equivalent experience required. Applicant must demonstrate interest in or knowledge of the environment and/or the arts. Applicant must possess a sincere desire to work with elementary and middle school students in an educational setting. Applicant must be patient, hardworking, flexible and able to react well under pressure. Background/fingerprint check, and First Aid and CPR certification must be completed prior to start date.

Stipend and Benefits:

A weekly stipend of \$215 is provided. Furnished housing and utilities, meals when schools are in residence and the option for medical and dental insurance. Field Instructors have an opportunity to earn certifications. Other professional development opportunities are provided throughout the school year.

To Apply

Call 330-657-2796 ext. 100 or email apply@forcvnp.org for an application. Applications are accepted as received. **Send a completed application including cover letter, resume, application form, 3 reference forms, and college transcripts to Program Manager at 3675 Oak Hill Rd., Peninsula, OH 44264.**

Conservancy for Cuyahoga Valley National Park is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

Application for Field Instructor

Graduate Internship • Fall - Spring
Conservancy for Cuyahoga Valley National Park
3675 Oak Hill Rd., Peninsula, OH 44264
330-657-2796
apply@forcvnp.org www.conservancyforcvnp.org

1. General Information:

Please mark the address where you'd like to receive mail and through what date you will reside there.

Name: _____

Permanent Address: _____ When: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Temporary Address: _____ When: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

College: _____ Graduation Date: _____

Major(s): _____ Minor(s): _____

2. References:

Please give one reference form to the three individuals listed below. Also give your reference an envelope that is stamped and addressed to Program Manager at the above address.

Name: _____

Position: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Position: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Position: _____

Address: _____

Phone: _____ Email: _____

3. Brief Essay Questions:

Please answer these questions on a separate sheet. One paragraph for each question is sufficient.

- A. What environmental education experience do you have?
- B. Why are you interested in this position?
- C. What do you consider the most important elements of a residential environmental education experience?
- D. Do you have teaching experience? If so, what experience do you have and how would you describe your teaching style?
- E. What other experiences do you have working with children? Length of time? What ages?
- F. What contributions can you make to benefit the Conservancy for CVNP's programs?
- G. What skills and/or experience could you contribute to the multi-cultural and arts elements of this program?

4. Other:

Have you been convicted of a crime in the last 7 years? _____ Yes _____ No

If yes, please explain on a separate sheet (a conviction will not automatically bar employment).

How did you hear about this position? Check all that apply.

- Job Fair
- Word of mouth
- Conservancy website
- Online posting
- University Career Services
- Other: _____

5. Verification and Authorization:

I hereby authorize the Conservancy for Cuyahoga Valley National Park to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the Conservancy for CVNP and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I understand that I will be employed at-will, and that my employment can be terminated without cause and without notice, at any time. I understand that no employee, supervisor or representative of Conservancy for CVNP has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to my employment at-will.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation to perform the essential functions of the relevant job, as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature _____

Date _____

***Your completed application should include: a cover letter, this application form, three completed reference forms, your resume, and college transcript(s).**

Please mail all information to the attention of: Program Manager, Conservancy for CVNP, Environmental Education Center, 3675 Oak Hill Rd., Peninsula, OH 44264.

Conservancy for Cuyahoga Valley National Park is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

Field Instructor Reference Form

Conservancy for Cuyahoga Valley National Park
3675 Oak Hill Rd., Peninsula, OH 44264
330-657-2796
apply@forcvnp.org
www.conservancyforcvnp.org

Applicant Name: _____

Please mail completed reference form to: Program Director
Environmental Education Center
3675 Oak Hill Road
Peninsula, Ohio 44264

The above applicant is applying for a nine (9) month, Graduate Internship teaching position at Conservancy for Valley National Park's Environmental Education Center (EEC). The EEC is an environmental learning facility which provides innovative programs for students and educators in an urban national park setting. The EEC offers workshops, a variety of day programs (for preK-10th grade), overnight environmental education programs (for 4th-8th grades), and summer residential camps (for 4th-12th grades).

We are interested in a frank appraisal of the applicant's motivation, ability to teach, and the quality of his or her work or school experience. Your evaluation is important to us. Your observations will supplement the information we receive for the applicant as well as other references. **Please complete both sides of this form** and attach additional sheets if necessary. Thank you.

1. How would you compare the applicant to his/her peers in terms of these qualities of character and behavior? (Please check the most appropriate box.)

	No basis for judgement	Average	Good	Excellent	Outstanding
Concern for others					
Creativity					
Emotional Maturity					
Energy					
Honesty					
Leadership					
Motivation					
Organizational Ability					
Professional Appearance					
Response to Criticism					
Self - Discipline					
Sense of Humor					
Sound Judgment					
Speech / Communication					
Teaching Ability					
Team Player					

2. What are the applicant's personal strengths and weaknesses? What are the first words that come to mind to describe the personality of the applicant?

3. Would you entrust the applicant with a child of yours? Why?

4. From your perspective, why would the applicant be a good Field Instructor Intern?

5. Additional comments or insights:

Signature of reference: _____ Date: _____

Print Name: _____ Phone: _____

How long have you known the applicant? _____ In what capacity? _____

Thank you for your help and cooperation. We appreciate your candor and honesty.

Program Director, 3675 Oak Hill Rd., Peninsula, OH 44264

Phone 330-657-2796 Fax 330-657-2058

apply@forcvnp.org

www.conservancyforcvnp.org