

Santa Monica Mountains National Recreation Area Position Description - Education Program Intern



Introduction

The Santa Monica Mountains National Recreation Area is committed to creating curriculum-based educational opportunities for students to learn about the natural and cultural history of the Santa Monica Mountains and the surrounding area. Volunteers play an integral part in our effort to expand the numbers of programs we offer to educators and their students.

Major Duties

- Present curriculum-based programs at various park sites throughout the Recreation Area. The intern will also lead groups of 15-30 students, grades K-12, on a hike, hands-on activities and discussions for 2.5 hours while teaching students about the delicate connections between animals, plants and people.
- Assist Park staff with day to day operations, communications and trainings. As well as assist in developing new programs to help develop the capacity of the parks programs.
- Work with volunteers to further develop their skills and provide coaching on various activities.
- Other duties include the set-up, clean-up, delivery of safety message to volunteers and students, welcome and departure messages, and general maintenance of program equipment.
- Some programs focus on restoration projects and require physical labor to prepare the sites. Examples include: using a weed whip, mechanized augur, spraying herbicide, setting crayfish traps, and setting malaise traps.
- May assist with nursery operations as needed.

Benefits

- This internship contributes to the park's ability to reach more students and improve our school outreach efforts. The internships work increases student's and teacher's appreciation of park values.
- Park tours, off site field trips and access to workshops to broaden knowledge and enhance the interns experience will be provided.
- Skill sets gained include public speaking, program coordination, volunteer management, and working with California school teachers. There may also be opportunity to develop programs, activities, facilitated dialogue questions, and trainings.
- The internship will also provide opportunities to assist in material and print production development, as well as, working with spread sheets and collecting data. Material development sometimes requires craft projects.
- Will gain or solidify knowledge in native plants, animals, environmental concerns, local history, and outdoor recreation.
- Frequent days out of the office in the parklands.
- Letter of recommendation for employment or grad school upon request and completion of internship.

Time commitment

This internship has a minimum requirement of working two days a week Tuesday through Friday 8:00am-2:00pm, with additional days possible. The internship starts in January and runs through the end of May 2017.

Requirements

- Must be a must be 18 years or older.
- Background in education, history, cultural anthropology, sciences, and/or theater/performance is beneficial.
- Current college enrollment or recent graduation from college.
- Ability to work independently and as part of a team.

- Housing is not available.
- Must provide own transportation to worksite.
- Must have valid driver's license, good driving record and appropriate insurance coverage.
- A stipend of \$20 for each eight hours worked may be available.
- Fingerprint or background check required. (Paid for by NPS)

Work Site

The office is located at Rancho Sierra Vista in Newbury Park.

Knowledge and Skills

Interns should have an interest in environmental studies, Native American culture, park education, and the desire to work outdoors with groups of culturally diverse students. Outdoor experience and a love for hiking or exposing others to the natural world are also beneficial skills. Intern must be comfortable with speaking in front of large audiences.

Training

Interns must attend required training in interpretive program delivery, natural and cultural history of the Santa Monica Mountains, CPR & First Aid and safety. Training dates TBA.

Physical Demands and Work Environment

Physical demands include hiking up to 1.5 miles, standing for extended periods of time, working in temperatures ranging from the 40s to the 100s with possibility of wind or rain, and lifting and carrying of objects weighing up to 30 lbs, as well as field work for restoration projects. Reasonable accommodations will be made for applicants with disabilities. Interns will receive safety briefings reflective of their work environment. These briefings include potential hazards inherent to their worksite such as rattlesnakes, ticks, Hantavirus and poison oak. Interns are not permitted to possess firearms in the course of their duties.

Evaluation & Supervision

The education program intern will be supervised by a staff member who is directly responsible for the work the volunteer is performing. The supervisor will conduct informal performance reviews to ensure that goals are being accomplished and that the job is rewarding and meeting the academic needs of the intern. After presenting a few initial programs, the intern will be coached and feedback will be provided on ways to improve. The supervisor will be responsible for providing a schedule, setting up trainings and necessary paperwork. Should the internship require a project, the supervisor will work with the intern to develop a project and provide feedback, as well as needed communications with faculty advisors.

Uniforms

The internship will provide a uniform that is an approved SMMNRA volunteer uniform. The issued uniform shirt and cap should be clean and presentable when worn on duty in times of public contact. A volunteer jacket may be provided during cooler seasons. All other clothing will be provided by the intern. Earth tone colors are preferred, but are ultimately decided upon between the intern and the supervisor. It is important to wear sturdy close toed shoes during programs. For more information on uniform standard please discuss with supervising ranger.

To apply, please send cover letter, resume, and three reference contacts to:
Ryan Stead at Ryan_Stead@nps.gov