



## YOUTH EDUCATOR INTERN JOB DESCRIPTION

**CLASSIFICATION:** Internship (unpaid)

**REPORTS TO:** Education and Training Manager

**WORK HOURS:** Work hours are seasonally variable, typically 4 days/24-30 hours per week, up to 40 hours during special events. Weekends are required. Some in-state travel is required.

**INTERNSHIP PERIOD:** Typically 6-8 weeks, negotiable up to 12 weeks.

**POSITION SUMMARY:** The Youth Educator Intern supports all aspects of education programs, including the creation of marketing pieces for the education department, curriculum development, and assisting Education staff as needed. Must be energetic, highly motivated, and desire to interact with children with a focus on K-8.)

### **DUTIES AND EXPECTATIONS:**

Skills learned include species identification and natural history, curriculum development, and educational presentations as listed below. Individual intern experience, skills, and performance will determine the range of activities added to his/her responsibilities over time. Advanced duties will not be assigned until the intern has demonstrated understanding, proficiency, and reliability in basic and intermediate tasks.

#### *Education*

- Maintain the highest quality of programs and oversee daily plans, as determined by Education and Training Manager.
- Keep accurate and detailed program records and oversee documentation.
- Communicate educational concepts at appropriate age/grade level.
- Develop and update program curriculum for badge programs, trail walks, activity boxes, and teacher workshop materials.
- Create promotional materials advertising our education programs that can be used for social media, biofact booths, emails, and newsletters.
- Present at education programs (including raptor programs, presentations, biofacts booths, and trail hikes) for a variety of audience sizes, including children and adults of all ages.
- Assist with cleaning tasks (enclosure cleaning, laundry, dishes) of resident raptors as needed.

#### *Teamwork*

- Keep the Education and Training Manager apprised (in a timely manner) of any department needs or concerns.
- Maintain open lines of communication, including attending all staff meetings (when applicable).
- Partner with volunteers for program development and implementation.

#### *Professionalism*

- Display professional demeanor and personal conduct appropriate to a family and youth audience.

- Use all equipment in an appropriate and safe manner, follow appropriate guidelines and protocols, and obtain needed training.
- Maintain all education areas (inside and out) in a tidy and well-organized manner.
- Represent Blackland Prairie Raptor Center in a professional manner at all times.

### *Secondary Responsibilities*

- Support raptor training and care, as requested.
- Other duties as assigned.

### **SKILLS**

- Temperament and desire to work with children and families.
- Excellent communication and interpersonal skills; ability to interact effectively with the public, law enforcement, regulators, veterinarians, and others.
- Excellent organizational, detail, planning, and time management skills.
- Self-motivated, able to work independently with limited supervision and as a member of a team.
- Ability to multi-task, manage multiple projects simultaneously, and re-prioritize as needed.
- Strong verbal and written communication skills.
- Proactive approach in resolving problems with a positive outlook and can-do attitude.
- A working knowledge of Microsoft Office programs.

### **QUALIFICATIONS**

- A passion for Blackland Prairie Raptor Center's mission and a keen interest in conservation.
- Previous experience in youth education is encouraged.
- A degree (or degree in progress) in natural sciences, wildlife management, or education, but we will consider interns from all disciplines.
- Good health and fitness to perform physically demanding tasks, such as cleaning and lifting, and work outdoors in all types of weather. Must be able to lift and carry up to 30 pounds safely and lift 50 pounds with assistance.
- Possess good oral and written communication skills.
- Be able to learn quickly and perform various tasks in a fast-paced work environment; work quickly and efficiently while following directions and procedures exactly.
- Be able to perform repetitive tasks for extended periods of time.
- Be able to work independently and as a team member in collaboration with volunteers, other interns, and staff.
- Be 18 years of age or older. Must be legally entitled to work in the USA.