Intern Job Description
Heckrodt Wetland Reserve

Environmental Program Assistant Intern
(June – August 2015)

The Environmental Program Assistant will join an experienced team of Naturalists who make learning come alive in the habitats of the Reserve. The educator will be responsible for assisting Heckrodt Wetland Reserve staff in all aspects of the environmental education program. They will also be invited to play a major role in the daily operations of the nature center.

Essential Job Duties & Responsibilities:
- Provide support for fieldtrip programs. Intern would teach 3 to 4 programs a week.
- Assist with summer camps. Responsibilities would include team teaching, photography, and set up and take down.
- Participate in community programs on July 18th and August 22nd. Intern will play a significant role in planning, developing, and promoting events.
- Teach “Nature Friends till Summers End” (free morning program once a month).
- Assist in prep and development of The World Beneath Your Feet Barefoot Sensory Walk Project.
- Assist in on-going maintenance of Heckrodt’s Honey Bee Project. Intern will aide in hive care and maintenance.
- Work with Executive Director to assist in coordinating our bat monitoring citizen science project.
- Coordinate with staff on various nature center responsibilities including aquarium care, animal husbandry, Weekend Wow/Track Trail and other hands on displays.

Minimum Required Skills:
- College student of sophomore status or higher or recent graduate (2014 or 2015)
- Strong work ethic and enthusiasm for teaching youth
- Demonstrated ability to develop and present environmental education programs (classroom experience applies)
- Experience with Microsoft Word, Publisher, and Excel
- Ability to work flexible hours

Compensation:
Stipend of $9/hour up to a maximum of $4500: 500 hours is anticipated. Time sheets must be submitted for pay approval. The project period is June 2, 2015 through August 31, 2015. Hours not used by August 31, 2015 will be forfeited.

Application:
Interested candidates should submit a cover letter and resume, with references by January 31, 2015 by email (preferred) to heatherw@heckrodtwetland.org or by mail to the address below. Interviews will be scheduled the week of February 16, 2015. Position to be awarded no later than the week of March 1, 2015.

Education Coordinator
Heckrodt Wetland Reserve
1305 Plank Road
Menasha, WI 54952

More information about Heckrodt Wetland Reserve can be found at our website: www.heckrodtwetland.org.