



Centre Region Council of Governments

**Centre Region Parks and Recreation Authority**

**MILLBROOK MARSH NATURE CENTER**

Located at: 548 Puddintown Road in College Township  
Office: **2643 Gateway Drive #1, State College, PA 16801**  
**(814) 231-3071** Fax **814.235.7832**

(814) 235-7819

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*Serving the Borough of State College and the Townships of College, Ferguson, Harris & Patton*

**JOB DESCRIPTION: Program Assistant – Seasonal (*Internship*)**  
**Millbrook Marsh Nature Center**  
*(1 position available: Spring 2017)*

### **Summary:**

At Millbrook Marsh Nature Center, we offer an internship that is an exciting and beneficial experience in working toward a career in outdoor environmental education. Some interns use this experience for college credit, while others use it as a practical training experience and resume builder after graduation. Interns become an integral part of the staff at the center and have the opportunity to participate in all areas of nature center operations. Interns share in the planning, preparation, and facilitation of all programs, participate in the preparation of events, coordinate and supervise volunteers, act as site host for rentals and provide leadership at activities. Interns will also assist Nature Center staff with all activities during the season for a rich and full training experience.

The time an intern spends at Millbrook Marsh Nature Center is a challenging and very rewarding growing experience! Interns must be self-motivated, love children, enjoy working with people, and have a willingness to communicate respect and enthusiasm for the natural world. With the recent construction of the Spring Creek Education Building at MMNC, interns will have the opportunity to teach outdoors and in a new state-of-the-art facility.

### **Qualifications:**

- demonstrated experience in planning and conducting environmental education programs and/or environmental science background;
- ability to educate and facilitate programs fluidly and provide leadership and direction for large groups;
- at least two years completed toward a college degree, preferably related to an environmental science or education;
- enthusiasm about working with children and adults;
- leadership experience in educational or recreational settings;
- the applicant must meet the requirements of the CRPR Child Safety Policy, including current Child Abuse Clearance and Criminal Background Check Certification. The costs for those certifications are the responsibility of the applicant;
- in order to be considered for this position, the applicant must submit a CRPR Application for Employment, a resume, a current college transcript, and copies of the Child Abuse Clearance and Criminal Background Check. Visit [www.crpr.org](http://www.crpr.org) for details.

### **Responsibilities:**

- act under the direct supervision of the Nature Center Recreation Supervisor, with daily supervision and coordination also provided by the Program Coordinator.
- assist with development and facilitation of **family and public programs** to encourage use of the Center;
- be familiar with **group programs** and able to facilitate these programs alone or with program leaders;
- assist with development and operation of one-time **program offerings and/or special events**, as well as ongoing program opportunities;
- write and prepare **program plans for new programs**;
- **maintain educational materials** for all programs;
- **coordinate and mentor volunteers**;
- act as the **site host**, with preparation and post-event work, as scheduled and approved by the Recreation Supervisor;
- interact with **daily visitors** to the center in a positive way and provide information;
- assist the agency with interpreting the value of Millbrook Marsh Nature Center and upholding CRPR/MMNC policies;

This full-time position (40 hours per week) includes an introduction and orientation upon starting, one-on-one naturalist training, hands-on outdoor education experience and a stipend of \$150 per week. The position will be staffed from Mid-January through Mid-May, based on biweekly schedules to be developed for the Program Assistant - Seasonal by the Recreation Supervisor. Work schedule will vary based on the nature center's calendar, evening and weekend hours will be scheduled.

The only benefit provided with employment is Workers Compensation Insurance, which provides coverage in the event of an on-the-job injury. Reimbursement for the authorized uses of a personal vehicle will be provided in accordance with CRPR & COG policies.

**Work Location:**

The majority of work for this position will be at Millbrook Marsh Nature Center and local schools. On occasion, the Seasonal Program Assistants may be required to work at the CRPR Office or other CRPR sites.

**Centre Region Parks & Recreation:**

Melissa Freed, Nature Center Supervisor

15 Oct 2016