



Centre Region Council of Governments

Centre Region Parks and Recreation

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

Website: www.crpr.org

E-Mail: crpr@crcog.net

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

JOB DESCRIPTION: Program Assistant - Seasonal (*Internship*)

Millbrook Marsh Nature Center

(4 positions available: Summer 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 and camps, 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 Millbrook Marsh, 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, Criminal Background Check, and FBI 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 for details.

Responsibilities:

- act under the direct supervision of the Nature Center 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;
- plan and participate in **specialty summer camps** throughout the summer;

- 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 Nature Center 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-May through Mid-August, based on biweekly schedules to be developed for the Program Assistant - Seasonal by the Nature Center Supervisor. Work schedule will vary based on the nature center's calendar, evening and weekend hours will be scheduled.

Benefits provided with employment include Workers Compensation Insurance, which provides coverage in the event of an on-the-job injury, and one 2017 season pool pass issued to the intern upon request (no substitutions).

Work Location:

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

Application Process:

Please send application, resume, and cover letter to Melissa Freed, Nature Center Supervisor, at mfreed@crcog.net or

Melissa Freed, Nature Center Supervisor
Millbrook Marsh Nature Center
c/o Centre Region Parks & Recreation
2643 Gateway Drive
State College PA 16801

Centre Region Parks & Recreation:

Melissa Freed, Nature Center Supervisor
15 October 2016