

**FOREST PRESERVE DISTRICT OF WILL COUNTY
INTERN POSITION DESCRIPTION**

TITLE: SUSTAINABILITY EDUCATION INTERN
DIVISION: PUBLIC AFFAIRS AND EDUCATION
DEPARTMENT: PUBLIC PROGRAMS AND EDUCATION
STATUS: NON-PAID VOLUNTEER
LOCATION: JOLIET, ILLINOIS
DATE: JANUARY 13, 2014

BASIC FUNCTION

The Sustainability Education Intern is responsible for supporting the development of the District's sustainability initiatives. Projects are both internal and external with an emphasis on education programs and services. Work includes serving on the District's Green Team, sitting on the department's Sustainable Program Development Work Group, and assisting with identified environmental education projects.

ORGANIZATIONAL RELATIONSHIPS

Reports to:
Environmental Education Supervisor

Frequent Organization Contacts:
Superintendent of Public Programs and Education
Division Director of Public Affairs and Education
Public Programs and Education Interpretive Specialists
Environmental Education Naturalist Teaching Fellows

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are performed under the direction of the Environmental Education Supervisor:

1. Serve on the District's Green Team, assisting with the development of identified organizational initiatives.
2. Develop and format program pre/post site materials for use by the education community.
3. Sit on the department's Sustainable Program Development Work Group.
4. Work District programs and special events.
5. Assist with identification and correlation of NGSS (the Next Generation of Science Standards) for the District's Environmental Education Programs.
6. Provide council and recommendations for the promotion of Environmental Education programs and services via digital and technological avenues.

SKILLS, REQUIREMENTS AND TRAINING

Education: Enrollment in or recent graduate of an accredited college or university. Seeking B.A., B.S., M.A. or M.S. degree in one of the following programs: sustainability, interpretation, biology, natural sciences, or related field.

Requirements:

- High level of self-motivation and enthusiasm; an eagerness and willingness to learn.
 - Working knowledge of computer skills including Office, social media, and digital communication.
 - Ability to work outside on a recurrent basis in a variety of weather conditions for a various durations.
 - Reliable means of transportation.
 - Willingness to commute to various sites and facilities throughout the county.
 - Ability to work a minimum of 10-16 hours per week for a 10 week term.
 - Ability and willingness to work a flexible schedule including weekday, evenings, and weekends.
 - Knowledge of current sustainable practices and green technology.
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WORKING ENVIRONMENT AND CONDITIONS

Working environment described here are representative of those that must be met by this position to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The individual in this position must be reasonably physically fit and ambulatory.
 - The noise level in the job is usually moderate.
 - Travel within Will County required.
 - Frequent field work in variable terrain requiring moderate to strenuous hiking, sometimes in inclement weather.
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