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## Conservation Outreach Internship

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### **Spring/Summer 2025**

**Start Date:** May 19<sup>th</sup>, 2025

**End Date:** August 14<sup>th</sup>

**Hours:** Flexible. Minimum 16 hours/wk, 2-5 days/wk

***Intern will need to be available during scheduled program times***

***Position is unpaid with potential for board approved bonus upon completion***

### **Overview:**

The Charlevoix Conservation District seeks to hire an enthusiastic and outgoing individual who is passionate about conservation. The intern will assist primarily with youth for our 6-week long *Nature in the Park* program series, but responsibilities will extend into the community as well, including attending local farmer's markets, attending meetings, working with the senior center and local preschools, and assisting with preparing for our Annual Summer Garden Party event. The best candidate for this role will be a current college student, or recent graduate, an education major interested in gaining experience in environmental education, or a retiree interested in volunteering with their local conservation district to inspire youth about conservation topics in fun, engaging and creative ways. The ideal intern will work collaboratively with staff, community partners and district volunteers, be comfortable with small group public speaking, and be able to represent the Charlevoix Conservation District in a positive and professional manner to the community.

### **Position Description:**

The Outreach Intern will gain experience primarily in preparing lessons and facilitating hour-long workshops for youth, and some adults, about local nature-based topics. Intern will also work with district staff to gain insight into program management, fundraising and event planning. The Intern will work with the district manager to plan, prepare and implement lessons for programs and workshops. On the job training is provided. Weekly check-ins on personal educational growth will help the intern personalize the internship. Some evenings and weekends may be needed, but not often.

### **Key Responsibilities:**

- Lead 6 week nature sessions for our *Nature in the Park* series
- Plan, prepare, conduct and evaluate lessons for *Nature in the Park* and other outreach.
- Provide a safe, supportive, engaging and fun environment for youth participants & their families
- Work with the Boyne District Library to promote the nature program series
- Assist with daily office tasks as needed including greeting visitors, running errands, cleaning, etc.
- Organize, maintain and clean educational resources and common spaces as needed
- Organize, clean & inventory nature program materials for end of season storage
- Assist with Community Room needs: cleaning and maintenance before and after use
- Assist with promoting your program through creating & sharing flyers and booth venues
- Attend meetings to gain insight into the world of how non-profits and local units of government work and interact with their local communities & partner organizations

**Preferred Experience:**

- Interests in environmental education, conservation, natural resources, teaching. All majors may apply.
- At least one year of college completed, or similar life skills with references.
- Personable, friendly, good communication and interpersonal skills, dependable and self-motivated.
- Comfortable with people of all ages, especially young children (3-12 being the common age range).
- Must provide own transportation.

**Application Procedure:**

Applicants, please include a cover letter, resume and a minimum of two professional and/or educational references. Ideally, at least one of the references has seen the applicant working with youth or in a group setting. Please direct application and inquiries to: [alison.adams@macd.org](mailto:alison.adams@macd.org). Please list "Conservation Outreach Internship" in the subject line. Any questions pertaining to the position may be directed to District Manager, Alison Adams, via email or by calling (231) 582-6193.

**Applications must be received by 4:30pm EDT, Friday, March 28<sup>th</sup>. Preferred start date is Monday, May 19<sup>th</sup>.**



***The Charlevoix Conservation District works to protect the natural resources of Charlevoix County through partnership, community outreach and landowner support, since 1948.***

*Conservation Districts are local units of government who work with private landowners to protect and preserve the natural resources of their county. Mandated by the Federal government, the support and programs of each district varies by county. More information on Michigan's 75 conservation districts can be found at [www.macd.org](http://www.macd.org).*

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303 North Street, Boyne City, MI. 49712 \* 231-582-6193 [www.charlevoixcd.org](http://www.charlevoixcd.org)

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