

## **Parks Foundation Internship**

The American Canyon Community & Parks Foundation (Parks Foundation) is a local non-profit that supports youth and the environment through education, conservation, and meaningful outdoor experiences. With funding from the Gasser Foundation grant, ACCPF will be able to extend two employment opportunities to High School seniors or first year College students that have participated in the teen leadership program called Teen WILD (Wilderness Inspired Leadership & Development). ACCPF's Teen WILD launched in 2021 and has fostered relationships with more than 60 local teens to bring community nature & environmental education programs to local trails. These civic-minded teens have committed over 1,000 volunteer hours, developed mentorship skills, and participated in community and education programs. The Gasser Foundation internship supports expansion of Foundation programs while providing vital real life work experience for local youth.

Interns will be paid a stipend of \$20 per hour.

The anticipated internship terms are June 2025- June 2026 with the possibility of continuation through June 2026.

The Environmental Education Interns will be asked to work up to 30 hours a month to support the following programs:

- **Outdoor Connection Trailside Learning Center programming**

*Responsibilities include:* scheduling quarterly Discovery Days community programs, reserving trails, developing marketing materials, providing input on planned educational activities, assist with set, provide set up/breakdown, provide educational support to community members, mentoring support for youth at planned NVUSD summer programs

- **Teen WILD Facilitator**

*Responsibilities include:* Mentoring new participants, supporting ACCPF in planning & implementing quarterly teen training events, support Teen WILD committees by serving as note taker, research & implement committee planned conservation, education, and community activities, provide marketing support for planned events

- **Watershed Explorers & Mini Watershed Explorers Assistant**

*Responsibilities include:* Providing field day support of educational activities, mentor youth on planned environmental education topics, assist with youth nature walks, manage communication with environmental partners, assist Education Director in planning & implementing classroom visits.

- **Middle School Environmental Education Program**

*Responsibilities include:* Providing field day support in set up/break down of educational activities, mentor students on planned environmental education topics, assist with conservation activities

- **Conservation Days and Special Events**

*Responsibilities include:* Providing field day support, organizing equipment, guiding volunteer activities, leading wetlands restoration activities

- **Capstone Projects:**

With support from Parks Foundation staff, interns will work together to identify a need, then plan, implement, and evaluate a special environmental project that utilizes skills learned throughout the year

Skills and work experience that students will acquire during their internships with the Parks Foundation:

- Learn to develop, prepare, lead and evaluate, educational and interpretive programs in an outdoor, natural environment
- Develop an understanding of office policies and procedures
- Learn education, interpretive, and presentation skills
- Prepare classroom materials, set-up, and clean classroom spaces
- Develop career and professional skills with feedback, evaluation, and guidance from supervisors
- Increase understanding of plant and animal biology of the Napa River watershed
- Work alongside experienced environmental education professionals in a supportive environment
- Cultivate interpersonal skills working with volunteers, families, and students of diverse ages and backgrounds
- Develop marketing skills including design, branding, social media, and press release creation
- Develop an understanding of program safety and ensure safety of participants
- Safely use, maintain, and organize all supplies, equipment, and facilities
- Commit to accessibility, equity, and inclusion for a diverse community of students of all ages
- Lead by example and serve as a role model for environmental literacy and stewardship
- Perform all Naturalist Intern duties and tasks as assigned

The ideal candidate will possess the following:

- Ability to lift 50 lbs
- Current CA Drivers License
- Ability to walk and stand for long periods of time
- An interest in pursuing a degree or work in the field of conservation, education, community outreach, or science
- Exhibit adaptability and resilience
- Ability to work with a team and lead small groups
- Ability to Work Independently
- Curiosity and interest in learning about the local environment
- Interpersonal Skills and comfortable interacting with various community groups

The Environmental Education Intern will report to the following:

Andrea Long, Community Program Director and/or Joy Hilton, Education Director

Phone: 707-563-3787, Email: [info@acparks.org](mailto:info@acparks.org) or visit [www.acparks.org/contact-us/#join-team](http://www.acparks.org/contact-us/#join-team)

Interns should gain the following:

1. **Program Development:** Learn to design, develop, and evaluate educational programs tailored to outdoor and natural environments.
2. **Office Management:** Understand office policies and procedures, including administrative tasks such as scheduling, record-keeping, and communication.
3. **Education and Interpretation:** Gain skills in delivering educational content effectively, making complex concepts accessible to diverse audiences.
4. **Presentation Skills:** Develop the ability to engage and captivate audiences through effective presentation techniques.
5. **Classroom Management:** Prepare and manage classroom materials, set up learning spaces, and ensure a conducive environment for educational activities.
6. **Career and Professional Development:** Receive feedback, evaluations, and guidance from supervisors to develop professional skills and work habits.
7. **Environmental Science Knowledge:** Acquire knowledge about the local ecosystem, including plant and animal biology, conservation principles, and ecological processes.
8. **Collaboration and Teamwork:** Work effectively within a team environment, collaborating with colleagues, volunteers, and community members to achieve common goals.
9. **Marketing and Promotion:** Develop skills in marketing strategies, including designing promotional materials, social media management, and creating press releases.
10. **Safety Management:** Understand and implement safety protocols to ensure the well-being of program participants and volunteers in outdoor settings.
11. **Equipment Management:** Learn to safely use, maintain, and organize supplies, equipment, and facilities required for educational activities.
12. **Community Engagement:** Cultivate interpersonal skills to interact with diverse community groups, fostering inclusivity and participation in environmental initiatives.
13. **Leadership and Role Modeling:** Lead by example as a steward of environmental literacy and conservation, inspiring others to engage in sustainable practices.
14. **Problem-Solving and Adaptability:** Develop the ability to identify challenges, brainstorm solutions, and adapt to changing circumstances in dynamic environments.
15. **Communication Skills:** Enhance written and verbal communication skills to effectively convey ideas, instructions, and information to various stakeholders.
16. **Environmental Advocacy:** Learn to advocate for environmental conservation and sustainability principles, promoting awareness and action within the community.

These skills collectively contribute to the intern's growth and readiness for future endeavors in environmental education, conservation, community outreach, or related fields.

