

Title: Education Intern

Reports To: Whitney Thompson

Duties and Responsibilities:

- Attend and represent the Bolsa Chica Conservancy for scheduled outreach events
- Provide staff support for the Conservancy's education events including WOW, YLEAP, Summer Programs, WEP, ExperTalks, etc.
- Support the Program Services by staffing and assisting with leading guided tours, service events, etc.
- Assist with cleaning lab test kits and education supplies
- Assist with data entry for education statistics
- Perform administrative tasks such as filing, organizing, data entry, sorting of materials, equipment and supplies
- Dust and maintain all interpretive center displays weekly and maintain lab area cleanliness and tidiness
- Assist with interpretive center display improvement, including discovery drawer project
- Assist in annual events such as the annual gala, and Earth Day Festival
- Perform hosting duties at the Interpretive Center when necessary, including general upkeep of Interpretive Center like sweeping and emptying trash cans
- Participate in cross training, team building, and staff meetings
- Perform tasks as necessary and assigned

Position Requirements:

- B.A. or B.S. in Natural Sciences or related field of study; or enrollment at a Junior College or University in Natural Sciences or related field of study;
- Long-term session: Minimum of 500 hours completed by end of internship period
- Short-term session: minimum of 240 hours completed by end of internship period