

## JOB DESCRIPTION

Position: Summer Youth Environmental Education Intern

Date: Summer 2025

Department: Happy Dancing Turtle

Reports to: Driftless Region - Program Manager

Status: Seasonal, Temporary

Classification: Internship

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### **PURPOSE/POSITION SUMMARY:**

Support Happy Dancing Turtle in accomplishing its purpose of growing good stewards of the planet.

### **DUTIES & RESPONSIBILITIES:**

Essential and other important duties & responsibilities include, but are not limited to, the following:

#### Job Specific:

- Prepare, set up, and clean up materials for activities and camps
- Assist with teaching and supervising children during programs
- Supervise children entering pre-K to 6th grade in multiple settings including day camp at local wildlife refuge, and other public locations such as libraries and parks
- Lead or assist with a variety of programming activities for children (ie - EcoCamp) and families (ie - Family Nature Walk)
- Attend to immediate needs of children, i.e. injuries, unhappiness, questions, etc.
- Media support - take photos, create social media posts, potentially write blogs, etc.

#### Organizational:

- Work with teammates in a positive, collaborative manner
- Comply with Company policies
- Support the Organization's mission, vision & values
- Share information about HDT through professional interactions
- Successfully pass a comprehensive background check
- Perform other duties as assigned or required

### **JOB SPECIFICATIONS:**

#### Education/Licenses/Certifications & Experience Required

Interest in nature, sustainable/resilient living, and working with kids

#### Job Knowledge, Skills & Abilities Required:

- Positive "can-do" attitude and teamwork ethic
- Comfort working with children and/or adults
- Excellent time management skills coupled with ability to work independently or in a team
- Valid driver's license and reliable transportation

### **PHYSICAL/ENVIRONMENTAL FACTORS:**

Physical Demands:

- Ability to sit, stand or walk for extended periods of time
- Mobility to bend, kneel, sit on ground, etc
- Ability to climb on small ladder or step stool
- Ability to lift up to 40 pounds on an occasional basis

Equipment Operated and/or Tools Used:

N/A

Work Environment:

- Combination indoor and outdoor environment. Some exposure to weather conditions.
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**APPROVALS:**

_____ Volunteer Signature	_____ Date
_____ Manager's Signature	_____ Date
_____ Human Resource Signature	_____ Date

Note: Job descriptions should be reviewed by the incumbent and management on a regular basis. Changes should be communicated to Human Resources. Please note that job descriptions are not designed to cover every duty or responsibility that may be required by the employee and the Company reserves the right to change duties as needed.