Overview

The Education Intern promotes TreeUtah’s mission by assisting the Education Coordinator with the implementation of the Discovering Trees with Carrie Cottonwood school program and our school tree planting grant program.

The Intern will gain a variety of hands-on experiences through delivering high-quality informal education programs in public schools and tree planting. This internship is a unique opportunity to build new programs that are grounded in our community and local environment in addition to providing relevant experience to the participant. This position will also provide the Intern with professional non-profit experience. We are looking for a knowledgeable, motivated, and fun individual to help fill this role.

Duties and Responsibilities

The internship includes but is not limited to the following:

- Assisting the Education Coordinator with developing and implementing standards based school programming
- Presenting Discovering Trees with Carrie Cottonwood, primarily as the Carriemascot
- Serve a role model in personal language, appearance, and behavior for youth
- Creating informational documents, including lesson plans, brochures and flyers
- Assisting the Education Coordinator with developing and implementing TreeUtah’s summer camp program at the Redwood Nature Area
- Develop and facilitate a workshop
- Participate in one or more educational community plantings as part of TreeUtah’s elementary school grant program
- Assist with social media posts, newsletter articles, promotional emails, and updating TreeUtah’s website
- Participating in tree plantings and other TreeUtah events as needed

Attitudes, Abilities and Skills

Relevant experience may include:

- Some teaching experience, either formal or informal
- Public speaking or theater experience
- Knowledge of best practices in environmental education
- Strong interpersonal communication and public speaking skills
- Knowledgeable in the identification, biology and care of trees, shrubs and other plant
- Must be enthusiastic, energetic, and have the ability to educate and interact with small children to professional adults
- Ability to clearly and confidently communicate both verbally and in writing with the TreeUtah staff, TreeUtah members, volunteers and community partners
• Equally comfortable working both in the field and in an office setting
• Performing a variety of activities related to field work, including hauling materials, digging, pruning, and weeding
• Ability to work confidently as part of a team or independently
• Able to take the initiative and follow through on tasks

Other Skills

• Strong computer skills, including Microsoft Excel, Word and PowerPoint
• Equally comfortable working both in the field and in professional office settings
• Ability to work some weekends, holidays and special event hours as needed
• Ability to lift up to 50 pounds and undertake moderately strenuous physical activities
• First Aid and CPR certifications preferred
• A valid driver’s license
• Past volunteer or nonprofit experience
• Willingness to take a background check

Hours and Scheduling

• Flexible schedule
• May be required to work some weekends, holidays, and evenings
• Exact schedule to be discussed and determined during interview and hiring
• Cancellation and rescheduling must be done with at least 24 hours notice. We understand extenuating circumstances can arise and will take that under consideration

Compensation

This is an unpaid internship requiring 135 hours from August 24th to December 18th, 2015 for a University of Utah student. TreeUtah will pay for the intern’s required background check.

Supervision and Evaluation

The Education Intern will work with the entire TreeUtah team, but will report primarily to the Education Coordinator.

To Apply

Interested applicants should submit: (1) A detailed cover letter explaining your fit, (2) A resume describing prior relevant experience and your interest in the position, (3) TreeUtah’s Volunteer Application and (4) two or three names that we can call for references to education@treeutah.org. We will accept applications until Monday, August 10th. Interviews will be conducted as soon as possible by phone and in person in order to select intern(s) by Monday, August 17th. Questions can be directed to: Emily Mulligan, Education Coordinator at education@treeutah.org.

TreeUtah is a statewide 501(c)3 non-profit organization dedicated to tree planting and education. Through these actions we hope to inspire and empower our communities to become active, knowledgeable stewards of our natural environment.