



Spring 2015 Education Intern

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. The Intern will be primarily be responsible for portraying TreeUtah's mascot, *Carrie Cottonwood* at school visits in Salt Lake County.

The Intern will gain a variety of hands-on experiences in the areas of: 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 *Carrie Cottonwood*
- Creating informational documents, including lesson plans, brochures and flyers
- Participating and assisting with a Project Learning Tree workshop
- Assisting the Education Coordinator with developing and implementing TreeUtah's summer camp program at the Redwood Nature Area
- Developing and facilitating a workshop
- Participating in tree plantings and other TreeUtah events

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 trained preferred
- A valid driver's license
- Past volunteer or nonprofit experience
- Willingness to take a background check

Hours

- 135 hours needed to successfully complete the internship
- Hours/week flexible between January 12th and April 27th
- Must be able to commit to at least 2 weekdays, some evenings and Saturdays, 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 keep that in consideration

Compensation

This is an unpaid, semester-long internship for college or university credit. 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 no later than **December 8th, 2014**. We will accept applications any time and begin conducting interviews for selected candidates as soon as possible by phone and in person. The internship must be secured by January 5th. Questions can be directed to: Volunteer and Outreach Coordinator Hannah Whitney at volunteer@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.