

**CLOVIS UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

**Position:** Naturalist Intern

**FLSA:** Exempt

**Department:** Sierra Outdoor School

**Salary Grade:** Miscellaneous Salary Schedule

**Reports To:** Intern Program Coordinator, Sierra Outdoor School

**Salary Schedule:** Miscellaneous Salary Schedule

**SUMMARY**

A Naturalist Intern Program has been established by Clovis Unified School District to familiarize and train college students and/or graduates in the field of Outdoor Education. This program enhances the Sierra Outdoor School (SOS) through instruction, training, classroom material development and completion of an Intern Project. Intern participates and assists in lesson planning, and carrying out supervisor assigned tasks to reinforce instruction and program development. Provides general assistance to students, teachers, administrators and parents. SOS provides thorough and regular training, as well as constant guidance.

**NATURE AND SCOPE**

Under the supervision of the Intern Program Coordinator, performs daily duties of a Naturalist. Chooses and develops a project which enhances both the SOS’s program and the intern’s professional development. In final phase of internship, assisted in preparation of a resume and job-search. Has latitude in developing classes. Work relationships with others are frequent and extend beyond the SOS to visiting school administrators, teachers and parents. Work may require extended hours and routine exposure to elements when conducting outdoor classes.

**DISTINGUISHING CHARACTERISTICS**

This is primarily a 10 month position with the possibility of arranging semester long internships. This program acts as a training ground for those interested in the field of Outdoor Education or Interpretation. The internship will provide a solid foundation in SOS’s programs, teaching techniques, group management and natural history. Through regular in-services by SOS staff and outside professionals, interns will also receive training in current issues in education, lesson planning, resume writing, job-search skills, local environmental concerns and other areas of staff choice. Opportunity to learn to handle and care for non-releasable raptors. Required to live on-site. Room and board, health care fund and worker’s comp provided. This position is part of the Clovis Unified School District, but is limited to the Regional Learning Center site and its programs. Part-time work may be available before and after the internship.

**ESSENTIAL TYPES OF DUTIES**

- Assures a safe, healthy and nurturing environment for all participants at the SOS.
- Teaches most daytime classes and interacts with students in their outdoor class activities.
- Leads small and large groups of students in night activities.

- Prepares materials for classroom and outdoor instruction.
- Assists staff in maintaining lab sites and SOS facilities.
- May assist in operation of kitchen and dining room, supervising set-ups and clean-ups.
- Designs and completes an Intern Project.
- Other duties as assigned.

## **QUALIFICATIONS**

**Knowledge and Skills:** Must have a strong work ethic, good organizational skills and be able to work independently or as a part of a team. Needs to understand how to work with children, other interns, permanent staff and visiting teachers. Experience with, or the understanding of how to work with, special needs students, disabilities and/or specific handicaps and English Language Learners is desirable. Familiarity with or willingness to learn adventure activities and safety practices desired. Coursework in education or the sciences preferred.

**Abilities:** Must have the ability to speak in front of small or large groups, and communicate effectively with a variety of people and ages. Needs to be able to organize and deliver SOS's curriculum. Must be willing and able to try new things, learn from others and critically exam one's job performance and development.

**Physical Abilities:** Must be able to work in inclement weather as many classes are outside. Must be able to perform all work duties as a Naturalist Intern. Requires arm, hand, finger dexterity to teach and facilitate classes. Requires good hearing and speaking ability to communicate with staff and children. Will require lifting, carrying, manipulation of tools and equipment and lifting of light to medium pound weights (10-50 pounds). May also require abilities of climbing to heights of 50-60 feet on ROPES course and in rock climbing classes.

**Education and/or Experience:** B.A. or B.S. in science, education, natural history, resource management, outdoor recreation, or a related field preferred (yet, all majors will be considered). Upper-division college students from stated programs will be considered as well. Experience working with children highly desirable. High ropes and/or climbing experience beneficial.

### **Licenses and Certificates:**

Valid driver's license required. First aid and CPR certificates required (provided if necessary), Wilderness First Aid / Responder preferred. Fingerprinting through Clovis Unified and current TB skin test required.