

## JOB DESCRIPTION

---

Position Title:	Environmental Professional Intern	Department:	UrbanTrekkers Office of Experiential Learning
Reports To:	Environmental Education Program Director	Salary Range:	\$17-19/hour

---

### Position Summary:

In this yearly position, the Environmental Intern is expected to work as a part of the Office of Experiential Learning team of staff and volunteers. The ideal candidate for this job loves being outdoors and unlocking urban youth's ability to connect with nature.

The intern will assist the Environmental Program Director with the different department projects such as performing water quality monitoring, overseeing student employees, working with students on the green infrastructure elective, and helping plan and lead trips.

---

### Essential Job Functions:

1. Assist in planning and implementation of experiential learning projects such as water quality testing, green infrastructure elective, paddling trips and hikes
2. Lead life skills sessions focused on public speaking, team building, and positive youth development.
3. Help with expeditions planning and logistics, and chaperone on trips organized by the department.
4. Help train student employees in environmental science and advocacy.
5. Daily/weekly general schedule management and communication to the student employees.
6. Manage timesheets for student employees.

---

### Essential Job Requirements:

**EDUCATION** Working towards an undergraduate degree or recent graduate, preferably in an environmental science-related field or previous experience in related fields.

**PREFERRED EXPERIENCE** Youth development, environmental education, outdoor education, adventure experience both on land and water, and sensitivity to cultural relevancy.

**REQUIRED SKILLS** Kindness, public speaking, office technology, strong communication skills, good organization, teamwork, and collaboration.  
Driver's license in good standing.

**PREFERRED SKILLS** CPR and First Aid Certification; Certifications in on-the-water activities; Lifeguard Certification; Boating.

**PHYSICAL REQUIREMENTS** Must be able to lift a minimum of 15 lbs. Must be willing to learn and get comfortable being on the water.

**CANDIDATE'S AVAILABILITY** The job is to be fulfilled as soon as possible, ending in May of 2023 with a possibility of renewal for another year.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every qualification. We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with each qualification in the job description, please go ahead and apply anyway! You might be just the right candidate for this role. Consistent with our values and our commitment to equity, diversity, and inclusion, **UrbanPromise is an Equal Opportunity Employer**. We celebrate diversity and are committed to creating an inclusive environment for all employees. Resumes should be sent to [careers@urbanpromiseusa.org](mailto:careers@urbanpromiseusa.org)