

HANCOCK PARK DISTRICT JOB DESCRIPTION

POSITION TITLE: Program Intern
CLASSIFICATION: Grade 8 – Temporary/Seasonal Part-time
SUPERVISOR: Naturalist

RESPONSIBILITIES

The Program Intern is responsible for assisting with the planning, developing and conducting of summer day camps, environmental education, cultural history interpretation and outdoor recreation along with general programs and special events.

ESSENTIAL DUTIES

1. Assist program staff with planning, conducting and leading activities associated with summer day camps.
2. Assist with and lead environmental education, interpretive and outdoor recreation programs for the public and those requested by local organizations. Activities are held in parks or at outreach locations.
3. Assist with the maintenance and operation of the “Doc” Phillips Discovery Center and/or other Hancock Park District facilities.

***Essential duties are not to be construed as all-inclusive.
Other duties may be required and assigned.***

QUALIFICATIONS: The minimum education requirements necessary to perform the essential duties of this position are typically acquired by at least the completion of the sophomore or junior year at an accredited college or university in Environmental Science, Biology, Parks and Recreation, Education, History or related degree. Intern candidates must be currently enrolled in a college degree program or a college graduate seeking to gain hands-on experience. Reliable transportation, good driving record, and the ability to pass a criminal background check are required.

Preferred qualifications include experience in developing and presenting environmental education and nature based programs to school groups and the general public with the ability to operate proficiently with Microsoft Office, communicate in a clear and professional manner both orally and in writing, and demonstrate high professional standards. Excellent presentation, customer service, and organizational skills with the ability to teach to all ages and develop and maintain effective working relationships is highly desirable.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS: Work occurs in an office environment and occasionally in the field where weather conditions vary from normal to extreme. Physical requirements include the lifting, carrying, pushing and pulling of objects and materials weighing 25 pounds and occasionally up to 100 pounds and walking or hiking for 30 to 60 minutes.

EMPLOYEE ACKNOWLEDGEMENT

I have read the Program Intern Job Description and understand the responsibilities and essential duties of my position.

Signature

Date