

## **HANCOCK PARK DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Program Intern  
**CLASSIFICATION:** Grade 8 – Temporary/Seasonal  
**SUPERVISOR:** Naturalist/Program Manager

### **RESPONSIBILITIES**

It is the responsibility of the program intern to work with and assist the naturalist/program manager and program specialists as they perform essential duties, including but not limited to the following:

1. Plan and lead summer camps.
2. Plan and lead programs from at least four broad program categories:
  - A. Environmental Education, Outdoor Education, and Nature Study
  - B. History and Living History
  - C. Outdoor Recreation, Nature-Based Outdoor Recreation, Outdoor Adventure, and Outdoor Recreation Skills Instructional Courses (Leisure Education Initiative)
  - D. General Recreation Programs and Activities
3. Schedule and conduct programs when people are available to participate, including weekdays, weeknights, and weekends.
4. Implement the six-step public program delivery process, including program idea, program development, program description, program planning, program leadership, and program evaluation.
5. Secure facilities, take care of vehicles and equipment, and safeguard program participants.
6. Manage Zonta Landing Boat Rentals on weekends and holidays from Memorial Day Weekend through Labor Day; 1:00 p.m. to 7:00 p.m.
7. Manage group boat rentals (i.e., boat rentals throughout the week and at other times upon request and by appointment).
8. Implement an animal care plan for live animals at the Richard S. “Doc” Phillips Discovery Center. Cleaning and feeding schedules are required as part of the animal care plan.
9. Maintain bird feeders at Oakwoods Nature Preserve.
10. Maintain a cleaning schedule for the Richard S. “Doc” Phillips Discovery Center at Oakwood Nature Preserve and the historic 1847 McKinnis House at Litzenberg Memorial Woods.

**QUALIFICATIONS**

The minimum education requirements necessary to perform the essential duties of this position are typically acquired through college level coursework in Environmental Science, Biology, Parks and Recreation, History, or a closely related field plus experience in developing and presenting programs to school groups and the public or at least have an interest in learning about and conducting programs. Excellent presentation, customer service, and organizational skills, the ability to teach to children and adults of all ages, and the ability to develop and maintain effective working relationships are highly desirable. The Program Intern is expected to operate proficiently with Microsoft Office, communicate in a clear and professional manner both orally and in writing, and maintain a positive attitude toward co-workers, supervisors, and customers.

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Work occurs in an office or building environment, but mostly outside where weather conditions vary from normal to extreme. Physical requirements include 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.

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Signature

\_\_\_\_\_  
Date