



Position Description

**Title: Natural Resource and Outdoor Recreation Intern
(Unpaid-Full time Mid-May through Mid-August)**

Reports to: Operations Director

Qualifications / Education / Experience

- Must be at least 18 years of age
- Education in natural resources and/or outdoor recreation
- Class D Driver's license with violation free driving record
- Ability to pass a background check
- Means of self-transportation during work hours as needed
- Proof of meeting Minnesota requirements regarding auto registration and liability insurance
- First aid / CPR / AED certification a plus

Knowledge / Skills / Abilities

Ability to:

- Effectively communicate, orally and in writing, with groups and individuals
- Work indoors and outdoors in a variety of temperature extremes and weather conditions
- Withstand the physical demands of the work which involves lifting, carrying, stooping, bending, reaching, walking, standing, sitting, and computer use
- Identify, analyze, and solve problems
- Plan for safety and follow risk management principles
- Operate a variety of equipment (including but not limited to)
 - an off road machine (gator) with attachments, lawn mowers, weed whips, and other natural resource equipment
 - Vehicle towing a trailer
- Read, write, and communicate in English
- Work non-standard hours when the need arises
- Show energy and passion for the River Bend Nature Center's mission.
- Organizational skills with ability to prioritize and meet deadlines, working as a team with staff and volunteers.

Expected Experiences, Outcomes, and Essential Duties

Natural Resources and Trail Management

- Habitat restoration practices and techniques
- Controlling non-native invasive species
- Lead/Teach volunteers during organized restoration projects/events
- Survey trails



Outdoor Recreation

- Summer camp programs (including but not limited to)
 - Planning and implementing canoeing/kayaking, mountain biking, and hiking programs
 - Participate in ropes courses and indoor rock climbing camp activities
- Summer Recreational Public Programs

Relationships

- Implement strategies to train and motivate volunteers.
- Field questions from and cultivate interest in River Bend Nature Center from visitors and trail users.
- Handle visitor and public input courteously and responsively with respect for differing opinions and maintain positive relationships across sectors.
- Be a positive role model to camp attendees

Other

- Maintain accurate records and data collection to facilitate evaluation, ongoing quality improvement, and inventory of supplies and equipment.
- Exhibit professionalism and commitment to the River Bend Nature Center mission, guiding principles and policies.
- Work as a team to integrate organizational operation objectives and actions.
- Positive, optimistic attitude and willingness to be flexible and work flexible hours including some evenings and weekends.
- Keep public and work spaces neat and orderly.
- Carry out other duties as directed.

I have read this volunteer internship description and fully understand the requirements set forth therein. I hereby accept the Natural Resource and Outdoor Recreation internship description at River Bend Nature Center, and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Intern Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date