ENVIROMENTAL EDUCATION INTERNSHIP
North Cascades Institute
Fall & Spring Quarters

Undergraduate Internship Opportunities at North Cascades Institute's
Environmental Learning Center

North Cascades Institute is seeking motivated undergraduate students to be spring interns at its
Environmental Learning Center, located on the shores of Diablo Lake in North Cascades National
Park. Up to two interns will be selected each season to work under the supervision of Institute staff.
Interns will be provided with job training in environmental education with the practical application of
skills; as such, interns will work under constant supervision by Institute staff, who will observe, advise
and assist, when needed. Duties will include observing, co-teaching and solo teaching our residential
environmental education program, Mountain School; assisting with educational programs for youth
and adults; assisting with Learning Center operations; and participating in Institute events, staff
meetings, and program debriefs. Interns will be responsible for completing an independent project
related to the experience. This is an unpaid internship and is a full-time position. Interns should
expect to work five days (approximately forty hours) each week. Some weekend work is required.
There is some flexibility with responsibilities based upon individual university requirements and
individual skills and interest. It is the responsibility of the intern to complete paperwork with his or her
university necessary to receive credit for the experience.

Qualifications
Required:

• Enthusiasm for the mission of North Cascades Institute
• Junior or Senior status at a university or college.
• Some coursework in Environmental Studies, Environmental Science, Education, Biology or
  other related field
• Experience working with children
• Willingness to live in a rural area
• Ability to hike four miles with a backpack
• CPR/First Aid Certification (more advanced certifications preferred)
• A pre-employment or post-hire background screening and criminal history check
• Valid driver’s license with an acceptable driving record for the past three years and must
  be 21 years or older to drive an institute vehicle

Preferred:

• Wilderness First Responder Certification. Strong preference will be given to applicants with
  this certification. Interns without this certification will not be able to solo instruct some
  programs.
• Experience living in a small community
• Experience working at a camp or residential education center
• Familiarity with Microsoft Office
• Ability to complete the full term of the position

810 State Route 20 Sedro-Woolley, WA 98284
(360) 854-2599 www.ncascades.org

CONNECTING PEOPLE, NATURE AND COMMUNITY SINCE 1986
Responsibilities

Teaching (50%): Shadow, team teach, or solo instruct Mountain School; assist with at least one weekend program. All teaching will be under constant supervision of Institute staff.

Administration and operations (20%): Attend weekly Mountain School meetings, staff meetings and hands-to-work; assist with facility operations and gear maintenance.

Training and Evaluation (20%): Attend staff training and complete intern-specific training; participate in weekly program debrief meetings, weekly check-ins with supervisor, end-of-season debriefs and exit interview; participate in peer observations and feedback. Trainings will include group facilitation techniques, risk management, natural history lessons and program logistics.

Independent Project (10%): Complete an independent project related to natural history, environmental education, stewardship or the operation of an Environmental Learning Center. Topics are flexible based upon the interests and skills of the volunteer. The project should be approved by the supervisor and submitted to North Cascades Institute upon completion and related to the intern’s degree program.

Housing and Meals

This is an unpaid internship. Housing will be provided for the duration of the internship. Housing is either at the Environmental Learning Center or in the neighboring towns of Diablo or Newhalem. Interns may be asked to share a room for part or all of the position. Meals are provided when programs are in session; otherwise, interns are responsible for providing their own food. Interns are responsible for their own health insurance and transportation.

Application deadlines

Fall: May 1st, 2013
Spring: January 10th, 2014

Internship Dates

Fall: September 1st – November 20th, 2013 (some flexibility)
Spring: March 1st – June 10, 2014 (some flexibility)

To Apply

For more information, contact Stephanie Bennett at 360-854-2599, or nci@ncascades.org
To apply, please send letter of interest, resume, and names of three references with current contact information to nci@ncascades.org