

Intern Position Details

Pre-Camp Duties

1. Complete all paperwork including three (3) forms of reference, background check, central registry clearance, medical forms
2. Provide copies of driver's license, social security card, any qualifying certifications
3. Attend ropes course certification training
4. Review center policies and action plans:
 - a. Health and Food Service Policies
 - b. Behavior Management and Child/Adult Protection Policies
 - c. Emergency Evacuation Plan and Waterfront Emergency Procedures
3. Prepare program planning worksheet, provide list of needed supplies, and review schedule

Responsibilities

1. Present education programs (programs are 1.5 to 3 hours, up to 4 times a day), using curricula provided - be physically and mentally prepared.
2. Facilitate the high ropes challenge and low ropes initiative courses, as needed.
3. Interpret and enforce the camp rules and uphold its behavior management policies
4. Serve as a role model for students and other instructors.
5. Attend staff meetings.
6. Work as a team with other staff and visiting teachers.
7. Assist with Hiawatha National Forest's More Kids in the Woods outings in the summer.
8. Assist with summer rental check-in/check-out.
9. Write articles for *The Birch Scroll*, Clear Lake's quarterly newsletter.
10. Research and write grants for the Education Center.
11. Write social media posts.
12. Write an end of season personal narrative report about internship.
13. Other duties assigned by Director or Assistant Program Manager.

Qualifications

1. Must be 18 years of age or older.
2. Prefer a strong background in education, science and/or natural resources.
3. Experience with youth helpful.
4. Possess good communication skills, be reliable, cooperative, enthusiastic, creative, and flexible.
4. Ability to work in physically demanding conditions.

Supervised By: Director, Assistant Program Manager