Summer Internship Coordinator

**Location:** University of Washington Botanic Gardens, Washington Park Arboretum – Seattle, WA

**University of Washington Botanic Gardens Education Program Mission:** Provide meaningful educational experiences that enrich participants’ connections with plants and the natural world.

**Diversity Statement:** The University of Washington Botanic Gardens strives to embody the University of Washington’s diversity statement in everything that we do. We believe diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity, and justice for all.

**Program Overview:** The University of Washington Botanic Gardens (UWBG) is a leading center of botanical research, education, and outreach. With more than 320 acres of gardens and natural areas in the heart of Seattle, the UW Botanic Gardens is home to internationally significant plant collections, award-winning restoration ecology and conservation programs, and popular public programs serving youth, adults, and professionals. UWBG has two sites: the Washington Park Arboretum and the Center for Urban Horticulture.

In its second year, the Inclusive Pathways to Environmental Leadership internship program is dedicated to providing a training and mentoring experience for youth from communities that are traditionally underrepresented in environmental fields. This program will target teens from schools and districts with 70% or more youth of color and will provide teens with opportunities to gain leadership skills, learn about the local environment and explore higher education and environmental career opportunities. Program staff and participants work closely with our summer camp for Preschool-6th grade students.

**General Duties/Description:** This position will serve as a member of the UW Botanic Gardens Youth and Family Programs team. The Summer Internship Coordinator will develop and implement all aspects of the Inclusive Pathways to Environmental Leadership program. The Coordinator will recruit, interview and train interns, purchase supplies, schedule activities, speakers, and family events and serve as overall point person for this program.

The successful candidate for this position will be able manage multiple priority tasks at once, be an excellent problem solver, have a deep connection to the natural world and a strong desire to share that appreciation to promote environmental conservation through education and recreation.

**Essential Tasks:**
- Develop, promote, and lead a high school internship program focused on environmental education and leadership for the summer of 2019.
- Recruit and advertise internship programs to low-income and students that are traditionally underrepresented in environmental fields in the greater Seattle area.
- Teach environmental education programs to preschool through 8th grade students including school field trips, family nature classes, summer camp, public weekend walks, and night hikes, and preschool programs.
- Assist with curriculum development and the training of volunteers.
• Conduct interpretive programs outdoors and in all kinds of weather.
• Ensure safety and well-being of program participants.
• Organize and maintain program supplies and equipment.
• Participate fully in staff meetings and professional development opportunities.
• Perform a variety of clerical tasks that directly support the project such as filing, copying, and mailing services.

Requirements:
• High school graduation or equivalent AND two years of experience leading education programs for and with diverse populations.
• Ability to work on diverse teams and with groups and individuals of diverse cultural and socio-economic backgrounds.
• Passion for equity and inclusion in environment and education.
• Excellent organizational and communication skills
• Previous personal or professional experience teaching, mentoring, or tutoring youth.
• Education OR prior personal/professional experience with environmental education and youth development.
• Knowledge of and use of computers/technology, leadership development, program recruitment, and community organization.

Desirable:
Bachelor’s Degree OR formal training in environmental education, leadership, botany, horticulture, biology, or related areas. Experience working with high school students as well as K-6th grade students in classroom, outdoor education, OR camp settings. A knowledge of environmental activities, lessons, games, projects and stories to bring to the position. Bilingual/multilingual proficiency preferred. Persons of color are encouraged to apply.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Condition of employment:
The ability to work outdoors in all types of weather. A willingness to work a flexible schedule that may include occasional evening and weekend work. Ability to stand, stoop, bend, and sit, for 15-20 minutes at a time. Be able to lift and carry up to 25 pounds for short distances. Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.

Compensation and hours: $16.00 an hour, part-time (10-15 hours per week depending on start date) from mid-April to mid-June. Up to 40 hours per week during training and programming weeks. Anticipated start date April 1 with an anticipated end date of August 31.

Department contact for questions regarding this position:
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