

Newport Bay



Conservancy

Programs Assistant Intern

Organizational Overview: The Newport Bay Conservancy (NBC) has a proud history of environmental advocacy having been involved in the original efforts to protect the Upper Newport Bay from development over 40 years ago. Our mission is to protect and preserve the Upper Newport Bay through education, restoration, research and advocacy. We are able to do this with the support of 150 active volunteers contributing over 10,000 hours of service each year.

Job Summary: The Programs Assistant Intern will be joining a specialized team of volunteers and staff to help coordinate the educational nature programs for school/youth groups and the general public over the summer season. Program curriculum will be provided for most programs, however this position provides the opportunity to create and implement weekly activities for a nature program for 2-5 year olds.

Principal Responsibilities:

- 1) Act as a lead coordinator under the supervision of the Operations Director for summer enrichment field trips to the Muth Interpretive Center.
- 2) Stand in and teach activities when needed for educational tours with topics about wetland ecology, habitats, food webs, and wildlife adaptations.
- 3) Create and implement a weekly, hour long, nature program "Wild Tales" for ages 2-5.
- 4) Correspond to emails and phone calls inquiring about programs offered by NBC including weekend kayak tours, scouting groups, and Muth Center programs.
- 5) Assist with the Coastal Cleanup Day Event on September 17th, 2016 and preparation for the event.

Intern Specifications:

- 1) Ideal for a college student or recent graduate (2015/2016).
- 2) Demonstrated ability to lead and provide educational (environmental) programming for multiple age groups.
- 3) Behavioral Skills
 - a) Strong work ethic and enthusiasm towards teaching youth.
 - b) Dedication to the conservation of wildlife and natural resources.
 - c) Exhibits confident communication and leadership skills.
- 4) Computer
 - a) Knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)
 - b) Knowledge of online platform Google Drive.
- 5) Physical Job Requirements
 - a) Will be expected to stand/walk for extended periods of time including light hiking over sandy or unstable terrain.
 - b) Must be able to lift 20 pounds, and assist with set up and cleanup of program materials.

- c) Must be able to work outside in variable weather conditions including heat and sun with potential contact to plants, dirt, insects like bees and spiders, and cactus.
 - d) Requires use of a car/drive safely to get to other locations around the Bay for meetings, programs and special events.
- 6) Other
- a) Good punctuality and time management. Time sheets must be submitted for pay approval.
 - b) CPR/First Aid Certification (provided if not currently certified).
 - c) Successfully pass a background check.

Location: The position is based at the Peter and Mary Muth Interpretive Center (2301 University Drive, Newport Beach, CA 92660). This job cannot be performed from a remote location.

Salary Detail and Working Hours: Stipend of \$10-12/hour for a maximum of \$3,000 total. The ability to work Tuesday, Wednesday or Thursday and Friday mornings is necessary. Anticipated internship period is June 7, 2016 through Coastal Cleanup Day, September 17, 2016.

How to Apply: Apply with a cover letter and resume to: Search Committee, info@newportbay.org. Please, no phone calls at this stage. More information about NBC can be found at www.newportbay.org.