ENVIRONMENTAL STEWARDSHIP PROGRAM PURPOSE STATEMENT

Our purpose is to provide outdoor and hands-on experiences that encourage a deeper understanding of our natural resource heritage and environmental stewardship.

POSITION ASSIGNMENT

Position title: Environmental Stewardship Program Intern
Organizational Unit: Guest Services
Salary Plan: Environmental Stewardship Program Intern

WORKING RELATIONSHIPS

Reports To: Environmental Stewardship Program Coordinator
            Guest Services Director

Schedule: Varies according to program and staff needs, including evenings

Work Area: Cape Fear Building and outdoor sites on 288 acre campus

Job Functions:
I. Personal Responsibilities
   A. Self-motivated, able to take direction and successfully complete projects independently
   B. Demonstrate positive teamwork skills and flexibility with changing schedules
   C. Maintain clear verbal and written communication with team members
   D. Able to work outdoors in a variety of weather conditions on land and in water, on boat and fishing docks, and in kayaks
   E. Attend workshops available to enhance knowledge of environmental education and teaching skills

II. Program Responsibilities
   A. Assist the Environmental Stewardship Program Coordinator in daily operations
   B. Become familiar with lesson plans and equipment used for environmental education programs
   C. Plan and develop environmental education activities and programs
   D. Request supplies and equipment for program needs
   E. Be a positive role model for students and maintain a positive attitude at all times throughout programs
   F. Never leave a child alone or unsupervised
   G. Practice proper safety procedures at all times and report safety concerns immediately
   H. Take action on disciplinary problems according to Caswell policies and safety procedures
III. Facility Responsibilities
   A. Oversee use of the Cape Fear Building, i.e. set up building for use, report maintenance requests and secure the building
   B. Maintain program equipment through proper cleaning and storage after use
   C. Maintain aquariums and develop nature displays in the Cape Fear Building
   D. Keep office, work space and other shared common areas clean