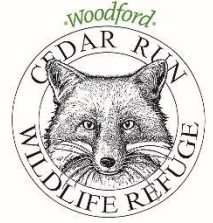


Woodford Cedar Run Wildlife Refuge

Job Description: Environmental Education Intern



About Cedar Run

Cedar Run is a non-profit dedicated to the preservation of New Jersey's wildlife and habitats through education, conservation and rehabilitation. Woodford Cedar Run Wildlife Refuge sits on 171 wooded acres on the edge of the New Jersey Pinelands. Cedar Run includes the Woodford Nature Center, an outdoor Wildlife Housing Area with nearly 60 native residents, and a Wildlife Rehabilitation Hospital. The overall mission of Cedar Run is to serve as a community resource on the importance of protecting and enhancing healthy ecosystems for all. To that end, Cedar Run engages in: ecologically based land management; the operation of a Federally and NJ State licensed hospital facility that cares for more than 6,300 injured, orphaned or displaced native wildlife each year; the education of over 20,000 students annually through our various on-site and outreach programs; and serves as an active resource to the greater New Jersey community on all wildlife and habitat related questions and issues.

Position Title: Environmental Education Intern

Department: Education

Reports to: Director of Education

Schedule: 20-35 hours a week for 12-week commitment / Internship starts mid Feb/early March (dates flexible).

Deadline for Applications: rolling, deadline 1/6/2023

Type: Unpaid

Purpose of Position:

The Environmental Education Intern will work primarily with the Director of Education on efforts required to assist with all stages of education programs, including research, preparing lesson plans and presentations, and animal care and handling.

They are also responsible for assisting to complete tasks such as preparing for special events, public programs, and our after school programs. They will provide administrative and clerical support to others in the Education Department and Nature Center as needed. The Environmental Education Intern will be assisting the Nature Center and Membership Manager with guest relations at least 4 hours per week. The position will be accepted on a rolling basis.

Responsibilities include, but are not limited to:

- Assist with all stages of development for education programs, including creating lessons, preparing materials and implementing programs.
- Shadow Field Trips and “Refuge on Wheels” programs, and learn and present the programs.
- Learn the background and natural histories of the Resident Animals in order to guide groups visiting Cedar Run.
- Assist with animal care of our Wildlife Ambassadors.
- Assisting the Nature Center and Membership Manager with guest relations at least 4 hours per week greeting visitors to the Nature Center, answer questions, and provide an inclusive, welcoming, and engaging visitor experience.
- Assist with event planning and implementation, as needed.
- Perform various office related tasks as necessary.
- Other duties as assigned.

Qualifications required:

- Currently enrolled college student for Environmental studies, Primary or Secondary Education, Biology, Ecology or related fields.
- Experience working with children, preferably in an outdoor setting.
- Interest and excitement for Cedar Run’s mission to protect and preserve New Jersey’s wildlife and habitats through education, conservation and rehabilitation.
- Strong interest and enthusiasm for the outdoors and sharing nature and the environment with others.
- In depth understanding of different education techniques.
- Strong communication skills with children and adults.
- Adaptable, dependable and responsible.
- Proficiency in Microsoft Office suite, including Excel and PowerPoint.
- Ability to hike over uneven terrain in all weather including hot and humid, freezing, or rainy conditions.
- Must have access to a vehicle or transportation.
- Must be able to work on site in the office. May be requested to meet at schools for programs, as needed.
- Some weekend work will be required, as scheduled.

For all inquiries, please submit your resume and cover letter at our website:

<https://www.cedarrun.org/internship-application-form/>

Please apply before Friday, January 6th to be considered. The position will be accepted on a rolling basis.

Contact: Erin Rounds, Director of Education, at erin.kiefer@cedarrun.org. No phone calls about this position please.