



Outdoor Experiences – Intern

Summary

The Outdoor Experiences College Intern position offers students the opportunity to gain work experience related to his or her field of study. Internships are carefully monitored volunteer experiences in which students work toward intentional learning objectives that are agreed upon and outline in advance with the student, the college or university and Cleveland Metroparks, and is mutual beneficial.

Qualifications

Education/Experience – The intern should be a student enrolled in a degree-seeking program at an accredited college or university studying Interpretation, Wildlife Management, Natural Resources, Biology (Field Biology emphasis), Environmental Education, Environmental Studies, Natural History/Cultural History Interpretation, Public History, Outdoor Recreation or related field.

Credentials/Licenses/Certifications – Must have a good driving record (less than three (3) active points on driving records at the application stage of the hiring process) and possess a valid State driver's license.

Other –

- Ability to use Microsoft Office programs including Excel, Word, and PowerPoint.
- Prefer demonstrated knowledge of the natural history of the Cleveland region, its relationship to local cultural history and awareness of conservation issues.
- Ability to speak and write clearly and persuasively using correct grammar, spelling and punctuation, with ability to communicate one-on-one or in group settings.
- Ability to volunteer varied hours, including weekends, evenings and holidays.
- Enjoys interacting with and serving the public.
- Enjoys working outdoors.
- Enjoys working with youth.

Essential Functions

Evaluation of this position is based primarily on performance of the following essential functions, which may include, but are not limited to:

1. Interns will work toward specific learning objectives related to their academic and career goals, as agreed upon and outlined by the student, the college or university and Cleveland Metroparks, which is mutually beneficial for the student and the Park District.

2. Assists in the planning, developing and implementation of innovative education and/or outdoor recreation programs emphasizing the natural, historical and cultural aspects of Cleveland Metroparks in support of the mission of conservation, education and outdoor recreation.
3. Communicates natural and cultural history, environmental and park related information to the public through programs, information desk duty, and telephone and email inquiries.
4. May participate in environmental and special research projects specific to each nature/visitor/stewardship center or specialty unit. May also document natural history and programming events through photography, and assist in organizing image files.
5. Helps maintain interpretive gardens, provides animal care and cleaning, removes invasive species, or other duties that support the center.
6. May research, design and/or create temporary interpretive exhibits and displays in centers.
7. May write social media posts.
8. May provide clerical support by typing, writing, editing, distributing, proofreading, researching, filing, drafting, and reviewing correspondence and documents.

Other Functions

Evaluation of this position may also be based on performance of the following other functions, which include, but are not limited to:

1. Responds to general requests for information.
2. Keeps supervisor informed of essential issues.
3. Carries out duties and responsibilities in a safe, courteous, and efficient manner to maintain a safe work environment. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action and promptly notifies supervisory personnel.
4. Performs related duties as apparent or assigned.

Success Factors

To successfully perform this job, the following training, knowledge and abilities are required.

- **Required Training:** All Cleveland Metroparks interns are required to complete all general mandatory training. These include, but are not limited to, blood borne pathogens, emergency communications, hazardous communications, slip/trips/falls, personal protective equipment, sexual and other forms of harassment, drug free workplace, violence in the workplace, fire prevention, concealed weapon, personal appearance/dress code, social media, distracted driving, cell phone use, ethics and Park District computer use. Specialized and/or position specific safety training may be required.
- **Knowledge/Skills:** Must be familiar with, or willing to learn and demonstrate growth in the natural and cultural history of the Cleveland region.

- **Language/Mathematical Skills:** Ability to communicate effectively, both verbally and in writing. Have excellent command of the English language and the ability to perform basic math and analytics.
- **Reasoning Ability:** Ability to research, plan, implement, problem-solve, and evaluate programs, activities and operations. Ability to discern and effectively address relevant issues. Ability to trouble-shoot and adopt creative solutions. Uses critical and systems thinking.
- **Attendance:** Regular and predictable attendance is expected and required. All Cleveland Metroparks interns must be prepared to have flexible schedules, including the ability to volunteer evenings, weekends and/or holidays as required.
- **Other:** Must possess positive customer service attitude and image, dependability, good judgment, diplomacy and appropriate confidentiality to all internal and external stakeholder groups. Must communicate effectively with all stakeholders. Ability to give and receive criticism with diplomacy. Ability to hold crucial conversations when needed.

Physical Demands and Work Environment

Essential Physical Requirements	Infrequent 1-2x/Shift	Occasional 3-12X/Hour	Frequent 13-30x/Hour	Constant 30+x/Hour
Lifting	50 + lbs.			
Floor to Waist		20 + lbs.		
Waist to Shoulder	20 + lbs.			
Shoulder to Overhead	20 + lbs.			
Carrying		20 + lbs.		
Push/Pull		✓		
Outdoors			✓	
Standing		✓		
Walking			✓	
Sitting		✓		
Bending			✓	
Twisting		✓		
Reaching/Grasping			✓	

Duties are generally conducted in an office and outdoor setting. The intern may be subject to adverse conditions which may include exposure to bloodborne pathogens, communicable diseases, undesirable weather and potentially infectious materials.

General Expectations

The intern is to report suspected or actual harassment, abuse/neglect to the chain of command and work effectively and cooperatively with others inside/outside the agency. Must possess a valid State driver’s license and reliable transportation.

Preserving valid certifications, licensure or registration is expected for those positions that require such in order to continue volunteer work. It is essential for the intern to maintain all training required by the position.

Cleveland Metroparks promotes a non-hostile and non-discrimination work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions



of the job. Interns must adhere to respectful conduct and language at all times. The Board of Park Commissioners expects all interns to follow the department and Park District policies/procedures, rules and regulations.