



Outdoor Experiences – High School Intern

Summary

The Outdoor Experiences High School Intern position offers students the opportunity to gain work experience related to his or her field of interest. Internships are carefully monitored volunteer experiences in which students assist with general tasks as needed and act as an assistant to Cleveland Metroparks staff, including Park Naturalists.

Qualifications

Education/Experience – The intern should be a student enrolled in a Cleveland area high school. The intern must be at least 16 years old and a high school sophomore or older.

Other –

- Ability to use Microsoft Office programs including Excel, Word, and PowerPoint.
- Prefer demonstrated interest in 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 some weekends, evenings and/or holidays.
- Enjoys interacting with and serving the public.
- Enjoys working outdoors.
- Enjoys working with youth.

Essential Functions

1. 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.
2. 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.
3. Helps maintain interpretive gardens, provides animal care and cleaning, removes invasive species, or other duties that support the center.
4. Provides clerical support by typing, writing, editing, distributing, proofreading, researching, filing, drafting, and reviewing correspondence and documents.

Other Functions

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 position, the following knowledge and abilities are required.

- **Knowledge/Skills:** Must be familiar with, or willing to learn and demonstrate growth in the natural and cultural history of the Cleveland region.
- **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.