

	DATE PREPARED	02/2010
	SALARY RANGE	UNPAID
<p style="text-align: center;"><b>CLASS SPECIFICATION</b> <b>ENVIRONMENTAL EDUCATION INTERN</b></p>	FLSA STATUS	COVERED
	REVISED	NEW

## POSITION DESCRIPTION

**Function:** Under close supervision, responsible to perform or assist in a variety of education tasks in support of programming for the Water Education and Technology Center, including staffing the exhibit gallery on Saturdays.

**Essential Functions:** Provide assistance to Environmental Education staff for overseeing activities in the Water Education and Technology (WET) Center's exhibit gallery and classroom. Assist with planning, research, implementation, and evaluation of education activities that expand on exhibit themes. Provide general assistance to Environmental Education staff including but not limited to:

- Overseeing the exhibit gallery and interacting with the public to facilitate learning;
- Developing and implementing evaluation tools; and
- Creating classroom models and activities to support exhibit themes.

**Contacts:** The Environmental Education Intern will be in contact with the public, including people of all ages. The intern may also attend networking meetings of local environmental educators to learn how education and outreach efforts are coordinated regionally.

**Supervision:** This position does not supervise others.

**Accountability:** Environmental Education Interns are accountable for completing all assigned tasks in an efficient, accurate, and timely manner and for seeking advice, assistance, and information from more senior staff when needed.

## QUALIFICATION GUIDELINES

### Knowledge/Skills/Abilities:

#### Skill in:

- Understanding and presenting information effectively in verbal and written formats;
- Understanding and following instructions and seeking clarification when necessary;
- Interacting with the public to communicate educational messages in a friendly, positive, and professional manner.

**Ability to:**

- Operate a variety of software, including word processing and PowerPoint;
- Demonstrate punctual and reliable attendance;
- Relate to diverse audiences with enthusiasm and respect;
- Design and implement evaluation tools such as those discussed in *Practical Evaluation Guide: Tools for Museums & Other Informal Educational Settings*, by Judy Diamond.

**Experience/Education:** Current enrollment in, or recent graduation from a two- or four-year college degree program in education, environmental studies, or a related field of study with satisfactory completion of at least two years of college level course work is required.

**Special Requirements:** Academic transcript and verification of enrollment in, or recent graduation from, applicable field of study may be required at the time of appointment. A valid Washington State Driver's License is required at the time of appointment.