



The Dunwoody Nature Center seeks a summer intern who wants hands-on experience in all aspects of running a successful non-profit; from marketing and programming, to accounting, database management and working with volunteers. Working with a small, dedicated staff, you'll gain knowledge and training in the various components that make our community based non-profit work. Help us achieve our mission of inspiring the love of nature and cultivating environmental awareness and understanding.

Details

Hours per week: 40

Employment Dates: May 19 – August 19, 2022. These dates are flexible to accommodate return to school dates.

Responsibilities

- Work with the programming staff to plan and implement summer programming (primarily summer camp & Butterfly Festival) at the Dunwoody Nature Center Campus and the Island Ford Campus
- Assist in the coordination of the Junior Counselor teenage volunteer program
- Document through photography and social media, the summer camp experience
- Help increase public awareness of the Dunwoody Nature Center and its programs
- Work with all staff members to offer support in all areas of the nonprofit organization
- Plan and lead the Adventure Club after-care program for campers in rising K-5th grade, will be paid an hourly rate of \$16 per hour for this program.

Qualifications

- Current college student or recent graduate with background in Environmental Science, Education, Nonprofit Administration, or other related field
- Experience and comfort working with elementary age children and leading youth education programs
- Excellent writing, research, computer and data analysis skills
- Good interpersonal skills
- Self-motivated with the ability to work independently and in a team setting

Compensation

- Stipend of \$1000 to be paid twice; at mid-point and end of internship

Major Areas of Learning

- Opportunity to investigate best practices in non-profit operations and programming
- Experience developing and implementing summer camp programming
- Immersion into the realities in non-profit administration
- Practice working in a team environment
- Responsibility for critical aspects of special event management
- Contribution to analysis of outcomes measurement

Reviews/Feedback

- The intern, Dunwoody Nature Center staff, and the University faculty advisor (if applicable) will collaborate to set expectations for this internship and evaluate the intern's work. Student is responsible for negotiations with University faculty if academic credit is desired

How to Apply

Submit a resume and cover letter electronically via email to programs@dunwoodynature.org by May 1, 2022.

Notes

The Dunwoody Nature Center is an equal opportunity employer. Intern must pass a criminal history records check; read and agree to the Dunwoody Nature Center policy to prevent child abuse.

<https://dunwoodynature.org/>