



## *High School Internship Program*

Riveredge is more than a nature center. Its legacy as a pioneer in the areas of land restoration, research, and inquiry-based education throughout Wisconsin serve as a strong foundation to its future initiatives. Our mission is to inspire, inform, and enable responsible environmental decision-making and sustainable practices by providing leadership in education, preserving and restoring Riveredge and other natural areas, and serving as a resource for scientific research.

### Program Purpose

The Riveredge High School Internship Program offers a chance for upper high school students, who have completed at least their sophomore year in school, the opportunity to work at Riveredge Nature Center while experiencing many elements of a nature-based nonprofit organization. Interns will become part of our summer staff team while building positive relationships with Riveredge's year-round staff, volunteers, and families.

The values of the High School Internship Program are:

- Mentorship: developing impactful relationships with professionals in the conservation field
- Mastery: learning new skills that support academic and career advancement
- Generosity: learning the power of volunteerism, philanthropy, and nonprofit work
- Belonging: serving as part of a high functioning team that is making a difference in the world; understanding the importance of differing skills, traits, talents, and backgrounds

### Primary Responsibilities: An Interdisciplinary Approach

The high school internship program includes the following opportunities to both contribute to the work of Riveredge Nature Center while also learning about the vastly different job responsibilities throughout the Center. We plan to rotate interns throughout the following responsibilities. Each day will be different!

- Education Department:
  - Assist with "Summer Day Adventures" field trips
  - Assist with kayaking and canoeing programs
  - Care, feeding, and cleaning of our educational animals (larger sturgeon and a Box Turtle)
  - Assist with summer family nature programs
  - Preparing program supplies for summer camp
  - End of season inventory and cleaning of program supplies
  - Community outreach programs
  - Organic gardening projects
  - Natural play area maintenance & hammock inspections/replacements
- Research & Conservation Department:
  - Bluebird House monitoring: watch the young bluebirds grow up as you record their progress throughout the summer
  - Care, feeding, and cleaning of the young Lake Sturgeon being raised as part of the "Return the Sturgeon" restoration project at our Streamside Rearing Facility.
  - Land management activities such as invasive species monitoring and removal
  - Assist in summer research initiatives which could include helping our research interns with their projects and assisting in the orchid project.
  - Assist our Community Rivers Program Intern Coordinators in summer activities.

- Administration & Development:
  - Organizing documents (filing) for grant reports
  - Stewardship of Riveredge members (thank-you notes)
  - Set-up of classrooms for The Riveredge School (elementary charter school)
- Visitor Center Operations:
  - Staffing front desk: answering phone calls, greeting visitors, nature store sales

### Position Timeline & Expectations

This program offers up to 20 hours of paid work per week throughout the summer. Scheduling is flexible.

#### High school interns must commit to:

- 9 weeks of work between June 17 and August 30
- Working mutually agreed upon hours, with a preference given to 4-6 hours per day
- Work 3-4 mutually agreed upon Saturdays during the summer

### Preferred Qualifications

- Familiarity with Riveredge Nature Center: “Riveredge Kids” who know Riveredge well
- Prior volunteer experience at Riveredge Nature Center in any area
- An appreciation and love for nature
- Flexibility, enthusiasm, and the willingness to say yes and try new things
- Ability to provide feedback: this is the pilot year of this program and we hope the first High School Interns will provide feedback and ideas to help the program further develop and expand in coming years
- Humor: we laugh at ourselves and *with* each other a lot at Riveredge
- Self-directed & trustworthy: you’ll be given a task but not necessarily directly supervised while you complete the task
- Willingness to ask questions when more information is needed
- Friendly: to co-workers, volunteers, and visitors

### To Apply

Please send one combined PDF via email to both Jessica Jens, Executive Director, [jjens@riveredge.us](mailto:jjens@riveredge.us) and Mandie Zopp, Director of Research & Conservation, [mzopp@riveredge.us](mailto:mzopp@riveredge.us) which includes:

- Cover letter: please highlight your previous experiences at Riveredge, describe your favorite place at Riveredge, and tell us why you’d like to be a High School Intern (Address cover letter to Ms. Jens and Ms. Zopp)
- Resume (1 page max)
- Contact information for 2 references OR 2 letters of recommendation

Interviews will be offered to a selection of applicants.

The positions will open until filled. Apply soon before the positions are filled!

**A minimum of two High School Internships will be offered for the summer of 2019. Additional internships may be available based on available funding.**