



**MacKenzie Center**  
W7303 County Highway CS  
Poynette WI 53955



[DNRMacKenzieCenter@wisconsin.gov](mailto:DNRMacKenzieCenter@wisconsin.gov)  
search 'MacKenzie' at [dnr.wi.gov](http://dnr.wi.gov)  
608.635.8105



## POSITION DESCRIPTION

### Education Internship

The MacKenzie Center, just 25 miles north of Madison, is a diverse environmental education and outdoor skills center with a remarkable conservation history. With interpretive trails, exhibits, museums and programming available for school and youth groups, MacKenzie is a wonderful place to visit and learn about the natural world.

#### Position Summary:

The MacKenzie Center is looking for a hardworking, energetic, and flexible intern to assist with environmental education and outdoor skills programs for schools and groups visiting the Center. Training will be provided for all areas of responsibility. In addition to leading environmental education and outdoor skills programs, the intern will actively participate in special events and projects, learn about promotion and marketing and help to develop new programs as part of the MacKenzie Center team. This position works under the immediate direction of the Education Team Lead, and is supervised by the MacKenzie Center Director. This position represents and supports the rules, policies, missions, and practices of the Wisconsin Department of Natural Resources. *If a special project is needed to complete internship credit, we are happy to work out those details based on interest.*

#### Intern Duties:

- Teach classes and lead tours for school and youth groups of a variety of ages
- Participate in outreach programs and special events
- Develop educational materials and special projects as assigned
- Assist with marketing and promotion efforts

#### Qualifications:

- High School diploma or equivalent
- Interest in environmental education; coursework in environmental education or a related field is encouraged
- Ability to organize time and work independently, follow directions and complete tasks in an effective manner
- Experience with computers
- Excellent communication skills and ability to work well with people
- Appreciation for conservation and ecological sustainability
- Ability to work outdoors in a variety of weather conditions
- Familiarity with basic concepts of ecology, biology, and natural history

#### Compensation:

- This is an unpaid internship and housing is not provided
- Learn from professional naturalists and educators
- Gain experience teaching school groups with a variety of environmental education and outdoor skills topics and learn effective teaching tools and strategies

#### Time Commitment:

- Approximately 24 hours per week for 12 weeks (summer, fall, or spring) with potential to extend

#### How to apply:

- Please submit cover letter and resume to [dnrmackenziecenter@wisconsin.gov](mailto:dnrmackenziecenter@wisconsin.gov)  
**Subject line: 2017 Education Internship**
- Include relevant course work in letter
- Applications deadline: rolling; *Review for 2017 Spring Internship (Feb-May) will begin **January 13th***
- Qualified applicants will be contacted for an interview date.

Fall, winter/spring and summer internships are available. The Wisconsin Department of Natural Resources is committed to providing equal employment opportunity to all job applicants and employees. Women and minorities are encouraged to apply.