POSITION DESCRIPTION
MacKenzie Center
Education Intern/Volunteer

The MacKenzie Center, just 25 miles north of Madison, is one of the most diverse education centers in Wisconsin. 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.

For more information about the MacKenzie Center visit: http://dnr.wi.gov/ and search *MacKenzie*

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. The intern's main responsibilities include teaching for a variety of aged school groups, participating in outreach programs and leading tours. Training will be provided for all areas of responsibility. In addition to school programs, the intern will be able to 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 Co-Leaders, 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.

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

Compensation:
- This is an unpaid internship
- 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:
Position is 10-20 hours per week for 3-4 months (fall, spring or summer)

How to apply:
- Please submit cover letter and resume to dnrmackenziecenter@wisconsin.gov
- Include relevant course work in letter
- Applications accepted on a rolling basis

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.