



<b>Job title</b>	<i>Watershed Education Internship</i>
<b>Reports to</b>	<i>Executive Director</i>

## Job Purpose

Asbury Woods is seeking a Watershed Education Intern. This is a grant-funded, paid internship that will operate on a semester basis but can be renewed for additional semesters. College students pursuing degrees in environmental science, education, biology, geosciences, natural sciences, outdoor recreation management, or wildlife conservation will be the best fit for the internship. Interns will help Asbury Woods staff plan and organize watershed education professional development for teachers. Applicants should have a strong interest in environmental education and strong organizational and communication skills. Candidates must have some availability between 9:00 AM and 5:00 PM on weekdays to work at the Nature Center. There will be occasional weekend work.

The hourly rate for this position is \$12/hour for 10-12 hours per week.

## Duties and responsibilities

1. Assist Asbury Woods staff with communications to educators and schools.
2. Complete MWEE 101 training.
3. Organize watershed education equipment and supplies.
4. Help with setup, delivery, and clean up of professional development workshops.
5. Assist with grant task coordination.
6. Any other duties as assigned by the Executive Director.

## Preferred Qualifications

1. A college degree in progress. Preferred degrees include: environmental science/studies, biology, geosciences, natural sciences, education, outdoor recreation management, wildlife conservation, or closely related fields.
2. Background or strong interest in education, the environment, and science.
3. Experience interacting with members of the public in a professional or educational setting or volunteer capacity.
4. Excellent verbal and written communication and organizational skills.

## Working conditions

### AMERICANS WITH DISABILITIES ACT STATEMENT:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions of the Program Assistant position (listed within Position Specifications) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

## Position Specifications

**Physical demands**

1. Able to perform work-related tasks in various indoor and outdoor environments.
2. Frequent and repetitive use of a computer, including email and other input and retrieval.
3. Standing for extended periods of time.
4. Manual dexterity to use hand tools and office equipment.

**Temperament**

1. Ability to work as a member of a team
2. Must be courteous to public and co-workers
3. Must be cooperative, congenial, service oriented, and promote these qualities at Asbury Woods
4. Demonstrates and advocates for inclusiveness in environmental education
5. Must be able to respond to directions and accept constructive feedback
6. Must be flexible and able to work in a fast-paced, dynamic environment.

**Cognitive Ability**

1. Ability to follow verbal and written directions
2. Ability to read and respond to written correspondence
3. Ability to complete assigned tasks with some supervision
4. Ability to read, write, and do complex computations
5. Ability to use correct grammar, sentence structure, and spelling
6. Ability to compose clear, concise sentences and paragraphs
7. Ability to exercise good judgment in prioritizing tasks and problem solving
8. Ability to communicate effectively to the public

**Sensory ability**

1. Visual acuity to read correspondence and computer screen
2. Ability to speak clearly and distinctly

---

Review Date: 1/21/2026