



Tenafly Nature Center is an independent non-profit member-supported 400 acre nature preserve, located in Tenafly, NJ, five miles north of the George Washington Bridge. With over seven miles of trails and a 3-acre pond, TNC is the largest privately-run nature center in Bergen County.

**Education Internships** are for undergraduate students with an interest in environmental or outdoor education and/or classroom science education and have completed at least two years of college. A Tenafly Nature Center education intern works hard and develops the skills needed to continue in any career in the education/interpretive field.

**Summary:** Reports to, and work closely with, a TNC staff manager with all aspects of the education department. They are responsible for helping to develop a dynamic, high quality environmental education curriculum for our increasing demand of on and off-site, year round programs, for a variety of groups and age levels. Public activities and exhibits are provided to children, families, and adults, including drop-in hikers and visitors. Curriculum is hands-on and geared toward helping children and adults to develop awareness, appreciation and stewardship for the natural world.

**Duties & Responsibilities:**

- Work on one major project, such as developing new public programs and resource packets for school teachers and summer nature program instructors, creating a new publication or exhibit or developing a web page.
- Learn about our environmental education curriculum and assist in implementing the purpose, goals and objectives of each program.
- Support the education team in keeping meticulous records for the education department, so the information and organized records can be used as attendance sheets, seasonal use, budgeting, the annual audit, and archived records.
- Assist the education team with program logistics and preparation, including program promotion, registration, pre-visit communication, development of props and materials, classroom maintenance, and curriculum development.
- Assist with care of captive live animals (ex. Raptors, Reptiles. Amphibians)
- Greet and engage visitors; articulate TNC's mission and project a helpful and positive attitude when interacting with the public, including TNC members, parents, teachers, and group leaders in person & on the phone.
- Assist staff with answering phones, as needed, field natural history questions from the public, and direct questions to appropriate experts.
- Perform other duties as assigned.

**Qualifications (EESI):**

- Currently enrolled in a college/university and have completed at least two years of course work in a major field of study to be applied during the internship (e.g. education, environmental studies, biology, zoology, or related fields).
- Knowledge of and passion for the natural world with an interest in environmental or outdoor education and/or classroom science education.
- Prior environmental education, outdoor education or early childhood education experience preferred.
- Mastery of Microsoft Office and common office equipment. E-mail and internet access required.



- Enthusiastic, outgoing, patient, and flexible when working with children and adults.
- Ability to work both independently and on a team with minimal supervision.
- Comfortable handling or learning to handle reptiles, invertebrates and amphibians (training provided).
- Ability to communicate effectively and interact well on the phone and in writing.
- Ability to manage multiple tasks simultaneously.
- Ability to walk all the trails of TNC and climb one flight of stairs. Ability to lift and move up to 50 lbs.
- Willingness to work outdoors in variable weather conditions and variable terrain.
- Must be fully vaccinated for Covid-19 by start date (Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law)

**The attitudes and personal characteristics demonstrated in all educator positions are:**

1. Enthusiasm, patience, understanding, flexibility, and energy for working with children and adults.
2. Projecting a positive and professional image.
3. Self-motivated, detailed-oriented with the ability to work both independently and as part of a team.
4. Ability to multi-task and make decisions requiring good judgment in the absence of specific directions.

Tenafly Nature Center is committed to building a team that is reflective of the incredible diversity of our communities and of the students we serve. Because we are committed to increasing the diversity of our workplace, people of color, women and individuals from diverse backgrounds are encouraged to apply. TNC is an Equal Opportunity Employer.

**Education Seasonal Internship:** Interns have a 20 hour/week schedule for 12 weeks. Unpaid.

**Length of Internship:** Fall internships are from mid-late September to mid-late December. Winter internships are from mid-late January to mid-late April. Spring internships are from mid-late March to mid-late June, summer internships are from mid-late May to mid-late August. Specific dates are somewhat flexible to suit varying schedules.

**Application Process:** To apply, please submit a complete application package which includes: cover letter, resume and completed internship application form via email to Jennifer LoDico [jlodico@TenaflyNC.org](mailto:jlodico@TenaflyNC.org). No calls please.

**Download Internship Application Form:** [Tenafly Nature Center Internship Application Form](#)

**Application Deadline:**

- Fall application packages must be received by **September 1**.
- Winter application packages must be received by **December 1**.
- Spring application packages must be **received by February 28**.
- Summer application packages must be **received by March 31**.

**Incomplete applications or applications received after the deadline will not be considered.**