



JOB DESCRIPTION

POSITION TITLE: Intern

DEPARTMENT: Education

REPORTS TO: Volunteer Engagement Manager and Educator

CLASSIFICATION: Part Time/Non-Exempt

JOB SUMMARY:

This internship provides a comprehensive, hands-on learning experience designed to cultivate an appreciation for the diverse career paths within environmental science. Ideal candidates will demonstrate a strong interest in environmental stewardship and will participate in both indoor and outdoor projects. Responsibilities may include assisting with easement monitoring, supporting the management of Berks Nature's preserves, helping facilitate field trips and educational programs, and contributing to marketing and communications efforts. Strong communication and interpersonal skills, as well as a genuine enthusiasm for working with diverse audiences, are essential.

ESSENTIAL JOB FUNCTIONS:

- Maintain open communication with Berks Nature staff regarding schedule, expectations, and personal areas of interest.
- Support the monitoring and management of Berks Nature-owned properties and conservation easements.
- Participate in outdoor conservation activities on farms, streams, tree plantings, and other restoration projects.
- Assist with educational programs, including field trips, Eco-Camp, and community outreach events to ensure a welcoming experience for all visitors.
- Perform office tasks such as scanning, filing, copying, data entry, and general organization.
- Contribute to the preparation of baseline reports and related documentation.
- Aid in social media marketing and public communications efforts.
- Represent Berks Nature at events held at The Nature Place and other community locations.
- Cultivate a sense of community, belonging, and connection to nature.
- Advocate for equity, diversity, and inclusion to support strategic goals.
- Uphold professional standards with a compassionate approach.
- Maintain open and positive communication with staff, interns, volunteers, students, and other stakeholders to achieve common goals and prevent conflicts.
- Complete required training, professional development, and documentation in a timely manner.
- Follow a schedule as set by the Volunteer Engagement Manager and Educator.
- Attend staff meetings and other relevant gatherings.
- Provide enthusiastic leadership in environmental education and science programs, both on-site and off-site.
- Collaborate with the President, vice presidents, and/or Board of Directors as needed.
- Support other Berks Nature activities and perform additional duties as needed.

**EDUCATION, EXPERIENCE, AND QUALIFICATIONS:**

- Required Clearances and Training (to be obtained prior to hire):
 - Pennsylvania State Police (PSP) Criminal History (PA Act 35 and Act 114)
 - Pennsylvania Department of Human Services (DHS) Child Abuse History (Act 151 and Act 114)
 - Federal Criminal History Record Information (CHRI) – FBI Report (Act 114)
 - Mandated Reporting Training (in accordance with Act 126)
- Reliable transportation

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven leadership skills with strong interpersonal abilities, strategic thinking, expertise in project and grant management, and a talent for organization, entrepreneurship, and time management
- Highly self-motivated, solution-focused, and able to work both independently and collaboratively as part of a team
- Effective communicator who prioritizes compassionate listening and interaction with children and adults alike; excellent verbal and written communication skills
- Proficient in software and integrated applications, including communication tools, Microsoft Office suite, project management, and other productivity software

PREFERRED QUALITIES:

- Demonstrates a strong work ethic with a proven record of reliability, honesty, and kindness
- Ability to maintain a sense of humor, stay calm, and persist through challenges
- Possesses a patient and positive attitude
- Enthusiastic about personal growth and collaborative learning

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands and work environment for this position require the employee to perform essential functions in various outdoor and indoor settings throughout the year. The role involves spending significant time outdoors in all weather conditions, including heat, cold, rain, and snow, and across different terrains. Employees must be capable of sustained physical activity such as standing, walking, hiking, bending, stooping, and stretching. The role also requires verbal communication to groups, eye-hand coordination, and manual dexterity for equipment setup and assistance. The employee must be able to lift up to 50 pounds and have normal hearing and eyesight to ensure safety and effective communication with participants. They must be physically able to respond to emergency situations, including administering first aid and assisting in fire, evacuation, or injury scenarios. The office and campus are smoke-free, and candidates are expected to work in a friendly and harmonious environment. This job description is not exhaustive and may evolve as needed to cover additional duties and responsibilities. Reasonable accommodation can be provided for individuals with disabilities to perform essential functions.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:



Berks Nature is committed to a policy of equal employment opportunity. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants. All aspects of employment are governed and administered on the basis of merit, qualifications, and competence

and are not influenced or in any manner affected by race, color, age, sexual preference, national origin, ancestry, religion, disability, marital status or any other classification protected by law.

BERKS NATURE'S COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, JUSTICE AND BELONGING:

We value a racially, ethnically, and culturally diverse work community and we strongly encourage applications from people of all backgrounds within our community to help Berks Nature achieve its mission.

Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity in order to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So to, we desire not to neglect or exclude any audience from our work.

BERKS NATURE IS AN EQUAL OPPORTUNITY EMPLOYER.

I have read the above job description and acknowledge receipt of same. I understand that this job description is not all-inclusive and other duties may be assigned. I further understand that it is my responsibility to ask my direct supervisor any questions I may have about my job requirements/duties.

Employee Signature

Date

Printed Name