



## Walden Woods Project Education Programs Intern (Summer Term) Job Description

The Walden Woods Project seeks enthusiastic candidates for our Education Programs Summer Intern position. The Walden Woods Project preserves the land, literature and legacy of Henry David Thoreau to foster an ethic of environmental stewardship and social responsibility. The Project achieves this mission through the integration of conservation, education, research and advocacy. Our education programs are built on the philosophy of Thoreau and grounded in the land and historic resources of Walden Woods and Thoreau Country, engaging students, educators and lifelong learners in the United States and around the world.

**Position Description:** The Education Programs Summer Intern will assist the Director of Education with the day-to-day administration of the Walden Woods Project education programs, including program development and implementation, marketing and outreach, and visitor services.

### **Duties and Responsibilities:**

- Aid in the design and implementation of educational programs
- Help to coordinate and facilitate a 6-day professional development seminar for high school teachers, called Approaching Walden. (2018 program dates are July 15-20. Applicants must be able to participate in all or most of this program.)
- Compile and organize follow-up materials from Approaching Walden--includes tabulation of evaluations, review of participant assignments and follow-up communications with participants
- Provide support to seminar participants before and after the program
- Draft content for articles and newsletters
- Help facilitate half-day and full-day educational programs with student groups intermittently throughout the summer
- Plan for educational programs coming up in Fall 2018 and Spring 2019

### **Job Requirements and Qualifications:**

- Must be available to work during Approaching Walden, July 15-20 (Sunday, 9 AM-5:30 PM; Monday-Friday, 8 AM-6 PM; Thursday night is an optional late night for a closing dinner).
- Interest in learning about Thoreau and fostering an ethic of environmental stewardship
- Ability to work collaboratively in promoting the goals and objectives of the organization
- Excellent written and oral communication skills
- Ability to take initiative and work independently
- Ability to use Microsoft Office products
- At least some relevant college coursework

### **Compensation:**

- \$11.00/hour, up to 30 hours per week (the week of Approaching Walden will be more)
- This position is not benefits eligible
- The WWP will work with a faculty member to facilitate the receipt of college credit, if relevant

To apply, please send a resume and thoughtful cover letter to Whitney Retallic, Director of Education, at [whitney.retallic@walden.org](mailto:whitney.retallic@walden.org). Application review will begin immediately.