

## **GENEVA LAKE CONSERVANCY**

### Job Description

Position Title: Summer Intern

Reports to: Executive Director

Application Deadline: March 1<sup>st</sup>

### **Description of Activities**

#### **Helen Rohner Children's Fishing Park Maintenance and Education Duties**

- Perform daily maintenance chores at park: water plants, weed gardens, organize materials at Nature Center and in park, and other duties as assigned.
- Plan, organize and lead nature classes for children at least once weekly at the park.
- Assist in the weekly story time organized by Barrett Memorial Library, and weekly fishing lessons organized by Geneva Lake Fishing Club.
- Interact with & encourage families in their use of the park and assist in instructing children on nature in the park, particularly in Southwick Creek and the amphibian pond.
- Develop and implement ideas to encourage GLC memberships from park attendees.
- Help organize special activities at the park for children, and lead a weekly "volunteer drop-in weeding session" for adults and children.
- Promote and assist with the "small nature" photography contest at the park and build engagement in the contest through distributing microscopes and other promotions.
- Work with the Community Outreach Manager to organize an annual Fourth of July event and an August event to coincide with the Lion's Club corn roast.
- Encourage people to use nature-based educational materials available at the nature center
- Assist the Land Protection Specialist in organizing and conducting volunteer workdays and in implementing land restoration activities, including cutting and removing invasive species, planting native plants, etc.
- Assist the Executive Director in various activities as assigned.

The internship pays \$400 a week for 10 weeks beginning in May or June. The intern will be reimbursed for gas mileage and other expenses related to the job.

*Please send a resume and cover letter to [outreach@genevalakeconservancy.org](mailto:outreach@genevalakeconservancy.org).*

*Reviewal will begin after the application deadline has passed.*