



# Monroe County Conservation District

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Environmental  
Education  
570-629-3061

## APPLICATION FOR INTERNSHIP AT KETTLE CREEK ENVIRONMENTAL EDUCATION CENTER

1. Term for which internship is requested \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)  
Emergency Contact \_\_\_\_\_
3. Number of credits expected for internship \_\_\_\_\_
4. Class status at time of internship: Soph. \_\_\_\_\_ Jr. \_\_\_\_\_ Sr. \_\_\_\_\_
5. List pertinent college courses completed:
  
6. Describe employment or other training (workshops, seminars) which would help you complete your internship.
  
7. List hobbies, crafts, skills and cultural interests:

8. Will you have access to a dependable means of transportation during your internship?

YES \_\_\_\_\_ NO \_\_\_\_\_

Potential interns are asked to realize their responsibilities to the Environmental Education Center, their university or college and themselves to complete a minimum of 40 contact hours per credit. Interns should be aware of the confidentiality inherent with any environmental regulatory program and their exposure to sensitive information contained within office files.

The objective of the program is to provide a learning experience which is broad in scope. Generally training will be in areas of nature interpretation technique, experience in interpretation and environmental education center operations.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE:** PLEASE INCLUDE RESUME IF POSSIBLE.

**Internships**

The Kettle Creek Environmental Education Center is part of the Monroe County Conservation District. We offer two types of internships at the District. Each position offers in-depth hands-on training in the Environmental Education and/or Technical programs administered through the Conservation District.

**Environmental Education Internship** - This internship provides the student with a well-rounded experience in environmental education. Interns will become familiar with all aspects of the Environmental Education Center including; programming, scheduling, public relations, administration and more. The Center does a wide variety of environmental education programs for people of all ages from pre-school through adults. These programs are done at the Environmental Education Center, as well as in schools and other outdoor environmental education sites focusing on the Pocono's natural history and environment.

The intern will assist in the programs, and after training will conduct programs for a wide range of groups. They will also be involved with program planning, writing press releases, publishing the Environmental Education Center's newsletter, trail maintenance, display construction, etc. Upon completion of the Internship the student should have a good understanding of the operation of an Environmental Education Center.

Environmental Education Internships are available year-round.

**Seasonal Variations:**

The Environmental Education Center's program schedule does change with the seasons due to program needs. The three major internship blocks each include the information listed above as well as additional seasonally appropriate programs.

**Fall (Late August thru November):** - This internship block is heavily concentrated with Fall school programs. The months of September, October and early November involve programs with students Kindergarten - 5<sup>th</sup> grade, as well as adult public programs on weekends. Programs are done both in the classroom and at all three outdoor educational sites maintained by the Center.

Other highlights include:

- Annual Fall Birdseed Sale fundraiser
- Fall pre-school programs
- Display preparation for fall programs
- Winter Newsletter publication

**Spring (January - April):** - This internship block includes a large block of indoor programs, program preparation and maple sugaring. School programs are done outdoors in January and February, as well as in April. Other highlights include:

- Winter Birdfeeding Programs for Kindergarten
- Annual Membership Dinner
- Maple Sugaring demonstrations for the month of March at an actual Sugar Bush maintained by the E.E. Center
- Spring Newsletter publication

**Summer (Late May - August):** - This internship includes a large number of summer camps for students aged 9 - 17 yrs., as well as our "Kettle Creek For Kids" programs each week for 4-6 yr. Olds and 7-9 yr. Olds. The beginning of the internship corresponds with the end of our school year programs in late May and then program preparations for camps begin.

Even though we do not have school programs in mid-June thru August, we have a very busy program schedule with a wide range of age groups.

Other highlights include:

- Summer trail maintenance
- A one week residential Conservation Camp for teenagers
- Fall Newsletter publication

For more information on this Internship, call Karen N. Boyle at the Kettle Creek Environmental Education Center (570) 629-3061, Monday - Friday from 8:00 a.m. - 4:30 p.m.