



Centre Region Council of Governments

Centre Region Parks and Recreation

MILLBROOK MARSH NATURE CENTER

Located at: 614 Puddintown Road in College Township

(814) 235-7819

Office: 2643 Gateway Drive #1, State College, PA 16801

Website: www.crpr.org

(814) 231-3071 Fax 814.235.7832

E-Mail: crpr@crcog.net

Serving the Borough of State College and the Townships of College, Ferguson, Harris & Patton

JOB DESCRIPTION: Program Assistant - Seasonal (*Internship*)

Millbrook Marsh Nature Center

(2-4 positions available: Summer 2010)

Summary:

This seasonal, stipend-paid, full-time position is intended to assist with Nature Center program operations (program planning and facilitation, volunteer coordination and supervision, site rental coordination) and assist the Recreation Supervisor-Nature Center as defined below. The positions may involve minor facility maintenance tasks (related to group program and/or rental preparations), but will not involve administrative tasks.

Qualifications:

- demonstrated experience in planning and conducting environmental education programs and/or environmental science background;
- ability to educate and facilitate programs fluidly and provide leadership and direction for large groups;
- at least two years completed toward a college degree, preferably related to an environmental science or education;
- enthusiasm about working with children and adults;
- leadership experience in educational or recreational settings;
- the applicant must meet the requirements of the CRPR Child Safety Policy, including current Child Abuse Clearance and Criminal Background Check Certification. The costs for those certifications are the responsibility of the applicant;
- in order to be considered for this position, the applicant must submit a CRPR Application for Employment, a resume, a current college transcript, and copies of the two Child Safety certificates. Visit www.crpr.org for details.

Responsibilities:

- act under the direct supervision of the Recreation Supervisor - Nature Center, general supervision may also be provided by the Seasonal Program Coordinator.
- assist with development and facilitation of family and public programs to encourage use of the Center;
- be familiar with group programs and able to facilitate these programs alone or with program leaders;
- assist with development and operation of one-time program offerings and/or special events, as well as ongoing program opportunities;
- write and prepare program plans for new programs;
- maintain educational materials for all programs;
- coordinate and mentor volunteers;
- plan and prepare Summer Wonderful Wetlands Camp; Assist with Fly-Fishing and Canoe Camps for Youth
- act as the site host, with preparation and post-event work, as scheduled and approved by the Recreation Supervisor;
- assist the agency with interpreting the value of Millbrook Marsh Nature Center and upholding CRPR/MMNC policies;
- work, as needed, to sustain and promote the "Friends of Millbrook Marsh";

This full-time position (40 hours per week) includes an introduction and orientation upon starting, one-on-one naturalist training, hands-on outdoor education experience and a stipend of \$125 per week. The position will be staffed from Mid-May through Mid-August, based on biweekly schedules to be developed for the Program Assistant - Seasonal by the Recreation Supervisor. Work schedule will vary based on the nature center's calendar, evening and weekend hours will be scheduled.

The only benefit provided with employment is Workers Compensation Insurance, which provides coverage in the event of an on-the-job injury. Reimbursement for the authorized uses of a personal vehicle will be provided in accordance with CRPR & COG policies.

Work Location:

The majority of work for this position will be at Millbrook Marsh Nature Center. On occasion, the Seasonal Program Assistants may be required to work at the CRPR Office or other CRPR sites.

Centre Region Parks & Recreation:

Ronald J. Woodhead, Director

Molly A. Hetrick, Recreation Supervisor-Nature Center

10 Feb 2010

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