



OREGON PARKS AND RECREATION DEPARTMENT

INTERN JOB DESCRIPTION

JOB TITLE: Interpretive Intern for State Fair Programs and Environmental Education

SUPERVISOR'S NAME & TITLE: Jamie Little, Interpretive Coordinator

ANTICIPATED DURATION OF POSITION: Six months spring to fall 2011 (flexible start and finish dates)

WORK HOURS/SCHEDULE:

40 hours per week with 2 consecutive days off, some weekends and evenings are required.
The starting salary is \$11.42 hourly, \$1979 monthly

Please be aware that due to the economic downturn and subsequent state budget short-fall the Governor has ordered mandatory furloughs for employees. This position will be required to take prorated furloughs in the biennium 2009-2011.

LOCATION/JOB SITE(S):

The position is based in Salem Headquarters. Office environment with field work at the State Fair and occasionally other state parks.

POSITION RESPONSIBILITIES & DUTIES:

Assisting with planning for interpretive programs by multiple speakers at the State Fair, presenting interpretive programs, and assisting with administration of the state-wide interpretive program. Must be able to interact with OPRD staff and park visitors. Position requires time management skills and self direction. Must track attendance at programs and write an end of season report. Develop a teacher guide to environmental education programs in tidepools. Other duties as needed with development of environmental education materials and support of interpretive projects in parks around the state.

REQUIRED AND PREFERRED SKILLS, EDUCATION and EXPERIENCE:

Education in interpretation and environmental education preferred. Experience in leading interpretive programs helpful but not required. A valid driver's license and satisfactory driving record is required for the job. Must drive state vehicle.

ORIENTATION, TRAINING, COACHING, MENTORING, AND EVALUATION PROVIDED:

The intern will receive an orientation and written position expectations from the supervisor. A four day training session will be provided on how to present interpretive programs. Coaching and mentoring will be ongoing, done primarily by the supervisor. Monthly program evaluations will be done by the supervisor. The intern will receive an evaluation at the end of the season.

TOOLS AND EQUIPMENT TO BE USED:

Computer, PowerPoint projector, and other audio-visual equipment. Will drive a state vehicle which may include cars, vans, or golf carts.

TO APPLY:

Applications accepted starting **April 4, 2011**. Send a resume and cover letter explaining your relevant experience and interest. Be sure to state the dates you are available.

CONTACT:

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