



Job Opportunity

College Internship – Lead Interpreter (Naturalist) I

NEIGHBORHOOD HOUSE OF MILWAUKEE, INC.

JOB PURPOSE AND REPORTING STRUCTURE: Under the direction of the Health Initiatives Manager, the Lead Interpreter I is responsible for providing a safe and nurturing educational experience for our summer camp participants. This seasonal, 32 hour per week position, April 10 -August 25, 2017. The Lead Interpreter I assists with the delivery of Neighborhood House of Milwaukee's Lead and Learn summer camp program at our Nature Center in Neosho, Wisconsin. The Lead Interpreter I will work as a teammate with other Lead and Learn staff to deliver high quality educational programs for youth aged 5-14 years, through weekly summer camp programs and some community programming in collaboration with a variety of community partners. The Internship requires a final project that must be approved by Program Supervisor and completed by last day. The position will assist OEE Coordinator with administrative work as well as leading programming. Training will begin in April for 2-4 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (In addition other duties may be assigned),

- Work in full cooperation with the Neighborhood House team, including other staff, interns, and volunteers
- Complete NH Training
- Participate in weekly staff meetings
- Develop and complete Intern projects
- Share in all logistics of program development and delivery (preparation, clean up, paperwork, driving, land management, etc.)
- Communicate clearly and in a timely manner with supervisor, particularly related to safety
- Project a positive image through proper uniform, attitude and presentation both in the field and office
- Collaborate with professionals from other agencies/organizations, as needed
- Submit prepared lessons, activities, and supply lists to Program Lead at least 2 weeks in advance of program, when needed

EDUCATION AND EXPERIENCE:

- Recent graduate or working on a Bachelor's degree in Environmental Sciences, Education, or Art Education preferred
- Proven interest in science/environmental education
- Some experience in curriculum development and environmental education program delivery
- Experience working with children of various age groups
- Some knowledge of Wisconsin ecology
- Must be creative
- Must be able to work independently and in a team setting
- Ability to travel on foot up to 2 miles on varied terrain
- Comfort and ability to work with various age groups



- Physically able to lift 50 lbs.
- Passion for Neighborhood House of Milwaukee's mission
- Strong communications skills, open communicator
- Strong work ethic: prompt and regular attendance
- Valid First Aid/CPR Accreditation
- Current driver's license and safe driving record for the past 5 years
- Flexibility and willingness to accept new tasks
- Ability to work occasional evenings and weekends

HOURS AND SALARY: This a limited term employment position, with approximately 32 hours per week Monday – Saturday 8-4:30pm, from April 10 – August 25. The hourly wage range is \$10.00 - \$12.00. **There are 1-2 job openings.**

APPLY: Please submit application, resume and cover letter, with **3 references (1 from a Teacher/Professor)** to shazelwood@nh-milw.org and nespy@nh-milw.org. **Deadline to apply is March 17, 2017.**

Neighborhood House History:

Established in 1945, the mission of Neighborhood House of Milwaukee (NH) is to build a strong community by strengthening individuals, families, and the neighborhood. With over 70 years of service, we're one of Milwaukee's oldest service agencies. At NH, we believe a brighter future begins with a positive vision. Our programming opens doors for people and empowers them to improve their lives and realize their dreams. We serve over 3,000 children and families each year. Our International Learning Center, the largest refugee education effort in the State of Wisconsin, brings important refugee, citizenship and ESL services to more than 500 individuals and their families annually. Finally, our 93-acre nature center and preserve in the central Kettle Moraine of Dodge County is a key part of the strong environmental ethic that is part of our overall efforts.

Neighborhood House primarily serves a highly-impoveryshed central city neighborhood bounded by 35th Street on the west, 20th Street on the east, Cherry Street on the north, and Wisconsin Avenue on the south. Our services are based in our home on Richardson Place, but we also work from multiple locations in the region. More info is available at www.neighborhoodhousemk.org/.