



Job Opportunity

High School Internship – Interpreter (Naturalist) I

NEIGHBORHOOD HOUSE OF MILWAUKEE, INC.

JOB PURPOSE AND REPORTING STRUCTURE: Under the direction of the Health Initiatives Manager and OEE staff, the 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/ May -August 25, 2017. Assist with the delivery of Neighborhood House of Milwaukee’s Lead and Learn summer camp program at our Nature Center in Neosho, Wisconsin. The 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 Lead and completed by last day.

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:

- Must be a high school junior or senior, 15 years or older
- Proven interest working with children in outdoor setting
- 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
- 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, April/May – August 25. The hourly wage range is \$7.50 - \$9.00. **There are four 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 24, 2017.**

Requirements for Interview

- Bring portfolio if available (not a requirement).
- Explanation of why you should be selected for this internship?
- How this internship will help you reach or short-term/long-term goals?
- Prepare and present 5 to 10 minute educational lesson, and provide us with a written copy.

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-impooverished 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.neighborhoodhousemke.org/.