



Outreach and Education Program Intern Position Description

Date: February 2018

Overview: The Ice Age Trail Alliance (IATA) is seeking an individual who loves the outdoors and demonstrates a strong work ethic to fill a paid internship position in the Outreach and Education Program area. This is a unique opportunity to gain experience with a professional trail organization.

Primary Program Area: Outreach and Education

Position Description: Working side by side with experienced IATA staff and volunteers, successful applicants will assist with or lead the Alliance's Saunters program activities including guiding youth-based hikes and service learning events, infusing academic standards into field or classroom based presentations, working with educators to meet local educational needs, grant writing and reporting. This position will include a mix of field work, office duties and formal presentations to public groups. Applicants will be expected to lead youth groups in trail stewardship activities including restoration, trail maintenance and building new trail.

Training will be provided in many areas throughout the internship with opportunities to become certified in various capacities. Training will include some or all of the following: First Aid and CPR, chainsaw safety, herbicide application, crew leadership and trail construction. Equipment will be provided.

The Ice Age Trail Alliance has multiple program areas. Applicants will be expected to be involved in various programs, while maintaining a focus on outreach and education initiatives. Additionally, this is a fun work environment that encourages people to take part in multiple opportunities.

Location: While based in Cross Plains, this position requires travel to all areas of Wisconsin. If not using an Alliance owned vehicle, mileage will be reimbursed.

Start date: April 2018 **End date:** September 2018 *These dates may be adjusted based on availability.*
On average 30/hours per week, potential for additional hours may exist.

Compensation: \$10 - \$12/hour based on commitment, skill and experience level

Qualifications: Successful applicants must:

- Be somewhat familiar with both Wisconsin Model Academic Standards and National Common Core.
- Be prepared for physically demanding work, including lifting up to 30 lbs for extended time periods, in a variety of weather conditions.
- Be willing to lead trail building/maintenance service projects, hike up to 10 miles/day, and backpack.
- Possess a valid driver's license and have reliable personal motorized transportation.
- Be willing to camp as part of working with groups.
- Be able to work independently and with others.
- Have experience working with youth, grant seeking and reporting, and/or event coordination.
- Have some familiarity with social media communications and marketing best practices.

TO APPLY

Candidates should then send (i) their resume, (ii) cover letter stating relative experience, work ethic, career goals, and, (iii) two references (names and contact information; include nature of relationship) to the address below. References will only be contacted with applicant's consent. Complete application packages must be to IATA by 4pm on Friday, March 16, 2018 (email preferred).

Send materials to:

Ice Age Trail Alliance OE Intern Opportunity
Attn.: Amy Lord, Outreach and Education Manager
2110 Main Street
Cross Plains, WI 53528
amy@iceagetrail.org

The Alliance is committed to a policy of equal opportunity for all employees. It is our policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees in a manner that will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, disability, ancestry, sexual orientation, military service, marital status, arrest or conviction record, or any other basis prohibited by state or federal law.

Further, the Alliance is committed to providing a productive work environment in which employees are treated with courtesy, respect, and dignity, and one that is free from any form of discrimination or harassment, including sexual harassment. The Alliance prohibits and will not tolerate any form of unwelcome discriminatory or harassing behavior by employees, supervisors, customers, citizens, vendors, agents, or volunteers. Discriminatory and/or harassing behavior based on an individual's race, color, religion, age, sex, national origin, disability, ancestry, sexual orientation, military service, marital status, arrest or conviction record, physical or mental disability, or any other basis prohibited by state or federal law violates this policy.