



POSITION TITLE: Belle Isle State Park Education Station Intern
(Park, Recreation and Tourism/Informal Education)

LOCATION: Belle Isle State Park, Detroit, MI

SUPERVISOR: Director of Education and Volunteer Coordinator, Belle Isle Conservancy

POSITION TYPE: Contractor Seasonal Full time

DURATION: 16-18 weeks, May-August 2020

APPLICATION DEADLINE: April 6th, 2020

JOB SUMMARY: The intern will support the new Mobile Education Station on Belle Isle State Park. The Education Station will be an engagement point on the island for park users to obtain historical, ecological, interpretive and general park information. The intern will be instrumental in maintaining a positive experience for park users.

ESSENTIAL DUTIES:

- Assists in planning, implementation, and coordination of park user services information, interpretive programs, and Education Station activities.
- Interact with and provide exceptional customer service to park users.
- Work closely with Belle Isle Park volunteers to ensure the successful operations of the Education Station.
- Assist in administrative tasks related to operations and special projects.
- Engage in regular correspondence (written, email, phone) to ensure smooth and complete program execution.
- Maintain proper and accurate records for park and program participation.
- Complete any necessary follow-up reports.
- Additional responsibilities will be tailored to interests and operational needs.

QUALIFICATIONS:

Ability to work outdoors under adverse weather conditions. Experience in informal education, parks, and recreation, or customer service. Ability to work with diverse groups of people. Enthusiastic, courteous, positive attitude and team attitude.

Current and valid driver's license that is free from suspension or revocation during the term of employment; must be comfortable driving a utility cart.



SCHEDULE

Wednesday through Sunday, 9:30-5:30

COMPENSATION

\$15.00/ hour, 40 hours per week, paid bi-weekly

HOW TO APPLY

Please send a **cover letter, resume, and contact information for three references** to:

emmerta@belleisleconservancy.org

or

c/o Amy Emmert

Belle Isle Aquarium

3 Inselruhe Ave

Detroit, MI 48207

If you have any further questions please contact Amy Emmert:

emmerta@belleisleconservancy.org