



Empowering Students
Driving Environmental Innovation
Creating Visionary Leaders
Changing the World

Summer Internship Position

Education Assistant

Who Should Apply?

Motivated college students who are interested in working with a fast-growing nonprofit seeking to promote sustainability through student empowerment. If you love working with children, want to try your hand at education programming, enjoy being outdoors, willing to meet new people, enjoy networking and building relationships, and want to make a difference to local communities and regional school students, then you should consider applying.

Location

The Althouse Arboretum 1794 Gilbertsville Road Pottstown, PA 19464

Time

(May through August) The schedule is very flexible depending on which programs and camps you wish to participate in. It will require you to help on weekends and/or evenings. There are a limited number of day camps and programs. Some planning work required at home.

Description

GreenAllies is a 501c3 non-profit organization with a mission "to empower and support students to initiate and lead environmental sustainability efforts". The foundation has two initiatives: Green Allies Network and The Althouse Arboretum. The Arboretum is a unique environmental education center and the Foundation's base of operations in Upper Pottsgrove Township. As part of the development of the Althouse Arboretum, the foundation is establishing a series of public programs to bring all members of our community to the center. Programs range from children outdoor education opportunities to large-scale community themed events which may include:

Community Recycling Days, Art Programs, Children and Adult Nature Walks, Themed events, farmer's market, birthday parties, and other creative programs.

Position

The Education Assistant's primary responsibility is to assist with the camps and community programs at the Althouse Arboretum. He/she will report to, and work in close collaboration with the Executive Director, to design and plan children and adult programs at the Arboretum. The outdoor education programs are an integral part of the Arboretum's mission and the Education Assistant will coordinate with local students and community members to run some of the activities.



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Responsibilities

- Create community programs for the Althouse Arboretum
- Create children programs
- Teach lessons
- Register people and or children for programs
- Run programs
- Assist in the organization and planning of a student education programing
- Coordinate promotional activities for programs
- Provide regular, detailed activity reports to the Executive Director, Development Committee, Board of Directors and others
- Assist with coordination and implementation of Foundation public events

Qualifications

- A passion for teaching and outdoor education
- Good verbal and written communication skills
- Demonstrated experience in working with children
- Detail-oriented and highly organized
- Ability to multi-task and manage competing priorities while achieving results
- A love of the outdoors
- Willing to have a flexible schedule and travel to Arboretum for programs

How to Apply

Contact GreenAllies for details. All inquiries should be directed to:

Ken Hamilton
Executive Director
GreenAllies
35 King Road
Green Lane, PA 18054
ken@green-allies.org