



3939 Nearing Lane ■ Decatur, IL 62521 ■ (217) 423-7708
www.MaconCountyConservation.org

Job Title: Audubon Intern

Department: Program Services

Reports To: Director of Program Services

Position Status: Full-Time/Non-Exempt

Summary: Under direction of the Director of Program Services and in partnership with the Decatur Area Audubon Society (DAAS), the Audubon Intern will develop and present programs on the natural and cultural history of Macon County, assist with Macon County Conservation District (MCCD) summer camps, staff community booths for DAAS, and assist with promoting DAAS.

Hours: This position is expected to have a seasonal term of mid-May through August, with an option to extend through mid-November. The position will have a Monday-Friday schedule with some evening and/or weekend hours. The position is up to 38 hours per week for the duration.

Required Qualifications:

- Graduation from or current enrollment in a biology, wildlife, ecology, zoology, history, museum, education, or other relevant program at an accredited college or university or community college
- Must meet a minimum age requirement (21 for bus/van drivers, 18 for all other vehicles), have driving experience, and have a good driving record that meets or exceeds agency standards
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire (training may be provided)
- Complete a successful background check and drug screening
- Problem-solving and communication skills

Preferred Qualifications:

- If applying as an intern, official internship status is not required but encouraged
- Experience working with children, whether in a camp, youth program, recreation, or a related field

Key Responsibilities:

- Present educational nature and history programs both on-site and off-site, including for local libraries, school groups, scout groups, and more. Interpret, explain, and answer questions concerning ecology, history, habitat, flora, fauna, and human interaction with the environment.
- Develop and lead MCCD's [Extreme Camp](#) with assistance from MCCD staff, including developing itineraries, prepping supplies, driving a passenger van, and communicating with parents.
- Help staff plan, set up, or remove exhibits.
- Maintain DAAS informational table and displays.
- Assist with preparation and staffing of outreach tables at community events.
- Assist with planning and leading activities for special events.
- Assist with DAAS publicity and marketing including the creation of flyers, brochures, and other materials.
- Assist with DAAS social media presence.
- Write articles for DAAS newsletter.

- Greet visitors and provide information over the phone or in person.
- Assist with room reservations, set up, and take down as needed.
- Maintains satisfactory working relationships with MCCD employees, DAAS members, and the general public.
- Performs other duties as required or assigned which are reasonably within the scope of the duties described above.

Marginal Functions:

- Supervises volunteers who help with nature and history programs.
- Must be capable of working independently.

Psychological Considerations:

- Must be capable of working with people of all ages.
- Must be able to work with wildlife including reptiles and insects.

Physiological Considerations:

- Must be able to lift up to 25 pounds.
- Ability to stand, walk, and sit.
- Physical dexterity and fine motor skills to operate computer and audiovisual equipment.

Environmental Considerations:

- Exposed to various weather conditions including rain and extreme heat.
- Indoor environmental considerations include those typical of an office.

Cognitive Considerations:

- Must be able to understand written and verbal instructions
- Must be able to solve practical problems
- Must use good safety awareness and judgment
- May be required to respond to emergencies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.