Job Title: Intern Interpreter
Department: Program Services
Reports To: Director of Program Services
Position Status: Full-Time/Non-Exempt

Summary: Under direction of the Director of Program Services, the Intern Interpreter will develop and present programs on the natural and cultural history of Macon County; assist with the planning, development, and facilitation of the District's History Camp; assists with other District camps as needed; and assists with other duties as assigned. This position is expected to have a seasonal term of mid-May through mid-August, and will have a Monday-Friday schedule with alternating weekends. The position is up to 40 hours per week for the duration.

Hours: Monday-Friday, 8:30am-5pm with alternating weekends. Evenings may occasionally be required.

Required Qualifications:
- High school diploma or GED
- 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
- Ability to spend majority of time outdoors in varying weather conditions and on uneven terrain

Preferred 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 is preferred, but not required
- 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 the District's History Camp alongside the Historic Sites' Intern, including creating lesson plans, developing materials, prepping supplies, and presenting educational material to campers.
- Present public tours in period clothing at Homestead Prairie Farm every other weekend during scheduled open houses.
- Greets visitors and provides information over the phone or in person.
- Assists with planning and leading activities for special events.
- Assists with room and pavilion preparations, set up, and take down as needed.

- Assists with animal care, bird feeding, and window on wildlife display area.
- Maintains positive working relationships with District employees 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.