



Tenaflly Nature Center is an independent non-profit member-supported 400 acre nature preserve, located in Tenaflly, NJ, five miles north of the George Washington Bridge. With over seven miles of trails and a 3-acre pond, TNC is the largest privately-run nature center in Bergen County.

Education Internships are for undergraduate students with an interest in environmental or outdoor education and/or classroom science education and have completed at least two years of college. A Tenaflly Nature Center education intern works hard and develops the skills needed to continue in any career in the education/interpretive field.

Summary: Reports to, and work closely with, a TNC staff manager with all aspects of the education department. They are responsible for helping to develop a dynamic, high quality environmental education curriculum for our increasing demand of on and off-site, year round programs, for a variety of groups and age levels. Public activities and exhibits are provided to children, families, and adults, including drop-in hikers and visitors. Curriculum is hands-on and geared toward helping children and adults to develop awareness, appreciation and stewardship for the natural world.

Duties & Responsibilities:

- Assist in teaching educational programs for children 3.5 year old through senior citizens.
- Learn about our environmental education curriculum and assist in implementing the purpose, goals and objectives of each program.
- Assist the education team with program logistics and preparation, including program promotion, registration, pre-visit communication, development of props and materials, classroom maintenance, and curriculum development.
- Gain experience co-teaching in an informal classroom setting.
- Greet and engage visitors; articulate TNC's mission and project a helpful and positive attitude when interacting with the public, including TNC members, parents, teachers, and group leaders in person & on the phone.
- Perform other duties as assigned.

Qualifications (EESI):

- Currently enrolled in a college/university and have completed at least two years of course work in a major field of study to be applied during the internship (e.g. early childhood education, elementary education, secondary education, environmental studies, biology, zoology, or related fields).
- Knowledge of and passion for the natural world with an interest in environmental or outdoor education and/or classroom science education.
- Mastery of Microsoft Office and common office equipment. E-mail and internet access required.
- Enthusiastic, outgoing, patient, and flexible when working with children and adults.
- Ability to work both independently and on a team with minimal supervision.
- Ability to communicate effectively and interact well on the phone and in writing.
- Ability to manage multiple tasks simultaneously.
- Ability to walk all the trails of TNC and climb one flight of stairs. Ability to lift and move up to 50 lbs.
- Willingness to work outdoors in variable weather conditions and variable terrain.
- Must be fully vaccinated for Covid-19 by start date (Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law)



The attitudes and personal characteristics demonstrated in all educator positions are:

1. Enthusiasm, patience, understanding, flexibility, and energy for working with children and adults.
2. Projecting a positive and professional image.
3. Self-motivated, detailed-oriented with the ability to work both independently and as part of a team.
4. Ability to multi-task and make decisions requiring good judgment in the absence of specific directions.

Tenaflly Nature Center is committed to building a staff that reflects the communities and students we serve and is an Equal Opportunity Employer.

Student Educator Seasonal Internship: Interns have a 20 hour/week schedule for 12 weeks. Unpaid.

Length of Internship: Fall internships are from mid-late September to mid-late December. Winter internships are from mid-late January to mid-late April. Spring internships are from mid-late March to mid-late June, summer internships are from mid-late May to mid-late August. Specific dates are somewhat flexible to suit varying schedules.

Application Process: To apply, please submit a complete application package which includes: cover letter, resume and completed internship application form via email to Alex Braunstein - Abraunstein@tenafllynaturecenter.org. No calls please.

Download Internship Application Form:

- **College** internship candidates [please complete this necessary application form](#) and submit is along with all requested documents.
- **High School** internship candidates [please complete this necessary application form](#) and submit is along with all requested documents.

Application Deadline:

- Fall application packages must be received by **September 1**.
- Winter application packages must be received by **December 1**.
- Spring application packages must be **received by February 28**.
- Summer application packages must be **received by March 31**.

Incomplete applications or applications received after the deadline will not be considered.