EAGLE EYE™

nature for all youth

SUMMER PROGRAM INTERNSHIP

Eagle Eye Institute is a non-profit organization based in Western Massachusetts, that offers nature-based outdoor experiences to youth from underserved communities, particularly youth of color. Our purpose is to provide learning opportunities for youth to experience well-being, belonging and empowerment. Eagle Eye's programs are designed to raise environmental awareness, develop responsibility, and cultivate leadership amongst the next generation.

The **Summer Program Intern** is part of our Summer Program Team, and will play a key role in coordinating our Learn About Forests™(LAF) program with groups of youth and young adults. Our proven LAF program intentionally integrates nature with inclusive youth development, to provide opportunities for first-time nature experiences and connections with supportive mentors.

RESPONSIBILITIES

Lead or assist with coordinating all aspects of the LAF program, including:

- Communicating with program partners to schedule and be prepared for program days, including a pre-program site visit to the partner organization
- Recruiting, scheduling, preparing and thanking volunteer instructors
- Ensuring that all supplies and logistics are prepared for LAF days
- Leading specific components of LAF programs, such as games and stewardship safety talks
- Administering program evaluation at the end of each program day
- Compiling and making sense of the evaluation data
- Taking pictures and creating narrative summaries of each program day for social media, marketing, grants, etc.

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SKILLS DEVELOPED

Through this position, you'll have the opportunity to interact with a range of highly-skilled people, representing a variety of disciplines. You'll also have the opportunity to develop skills, such as: community outreach and engagement, program planning, program coordination, communication, group facilitation/management, youth development, experiential/outdoor education, nature awareness, mindfulness and teamwork.

LOCATION

The internship will take place at multiple locations; this includes MountainStar Forest in Peru, MA, as well as sites in/around our service community of Holyoke, MA. Transportation and/or the ability to carpool is required, and a mileage reimbursement will be provided.

SCHEDULE

- 32-40 hour seasonal contract position (you will receive a 1099 Misc tax doc and will be paid for the specific hours you work in a particular week)
- Start: Monday, June 16th / End: Friday, August 8th (excluding July 3-4)
- Daily Schedule: approximately 8 or 9 am to 4 or 5 pm (exact schedule depends on programming, and may be earlier or later on specific days; weekly hours not to exceed 40)
- Mandatory On-Site Orientation: Week of June 16th
- Eagle Eye staff/board/family Weekend Retreat: July 20-21

Note that there may be opportunities to continue part time in fall 2025 depending on performance and organizational need.

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COMPENSATION

$20/hour

QUALIFICATIONS

- Young adults, age 18+
- Excellent communication and interpersonal skills
- Strong organizational and time-management skills
- Comfort with expressing needs and advocating for self
- Able to work in changing conditions: for example - weather and scheduling
- Youth development and mentoring experience
- Lived experience relating to the communities we engage with
- Interest in youth and community work, as well as environmental advocacy
- Openness to a sustainable lifestyle, including a plant-based diet*
- Comfort with google docs and social media platforms

*Note that Eagle Eye is a 100% plant-based site, all food brought in must be plant-based.

HOW TO APPLY

Please submit your **resume**, a **one-page letter of interest**, and **three references** to Kira Jewett at kira@eagleeyei.org. In your letter, include why you are interested in the position, how this position will support your personal and professional goals, and why you would be a good fit for the position. Describe the connections you see between nature and youth development.

The deadline to apply is **Friday, April 11th, 2025.**

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Eagle Eye Institute is an equal opportunity employer. Employment decisions are made without discrimination to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law. Eagle Eye is committed to diversity, equity and inclusion in our hiring and employment practices. We encourage applicants who are underrepresented in the outdoors, based on race, ethnicity, socioeconomic status, ability, age, gender identity or sexual orientation, to apply.