Unpaid School Year Program Internship
Position Description

Background
Eagle Eye Institute is a nonprofit organization based in Western Massachusetts, with a focus in Gateway cities such as Holyoke and Springfield. Our purpose is to offer learning programs/opportunities for all youth - especially those with barriers to nature access - to experience wellbeing, belonging, and empowerment through a relationship with nature. Our vision is a world at peace, where all people live in harmony with themselves, others and the earth.

Position Summary
This unpaid internship is approximately 15 hours per week, with some hours fixed and others variable depending on our programming. The Program Intern is responsible for delivering existing lesson plans for our EAGLE Club curriculum to our partner youth groups, as well as assisting on full-day outdoor programs at various sites in western MA.

Responsibilities
The Program Intern works with the rest of the Eagle Eye staff team to advance the purpose of Eagle Eye Institute. In this capacity, the Program Intern has specific responsibilities that will include :

- Deliver EAGLE Club lesson plans to various program partners in the Pioneer Valley
- Assist in improving and evaluating programs, in conjunction with the Program Coordinator, to ensure that programs are high-quality, safe, sustainable and deeply aligned with our purpose and vision and that we meet our commitments to our program partners
- Represent Eagle Eye Institute at local and regional tabling events as needed.
- Document programs with photographs and video, create slideshows and video presentations to share with specific audiences, and work with our social media consultant to distribute these

Skills and Qualifications
Required:

- Experience delivering lesson plans to school-age youth, or willingness to learn this skill quickly
- Experience working with youth ages 8-15 (in any capacity)
- Reliable transportation
- Willingness to collaborate with other adults during program delivery
- Love of nature and alignment with our organizational purpose
- A flexible and open mindset

Desired:

- Spanish language skills
- experience developing content/lesson plans for youth

Supervision

The Program Intern is supervised by the Program Coordinator.

Terms and Compensation

This is a position of approximately 15 hours per week, with exact hours and number of hours determined by programming needs. Some hours may be done remotely, but the Intern is expected to be on site for all programming, as well as preparation and wrap-up time before and after the program hours.

While this is an unpaid internship, the Program Intern will receive mileage reimbursement of $0.50 per mile from the Cubit Coworking Office or their home (whichever is less) to the program site if they drive their own vehicle. (Eagle Eye encourages carpooling.)

Eagle Eye Institute is committed to helping those aspiring to a career in an outdoor field to build the skills needed for a strong resume, and will work with the Program Intern to provide personalized mentoring and training that will move them forward in their chosen outdoor career.

In addition, we offer a paid full-time summer internship (mid-June through mid-August) and would encourage our school year intern to apply for this position.

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.