



Palouse-Clearwater Environmental Institute

PCEI Summer Story Time Series Coordinator Intern

Volunteer position description:

The Summer Story Time Series is a staple of the Palouse-Clearwater Environmental Institute Education Program. This free family program features and promotes reading books about nature while being outdoors from the months of June through August. The Education Interns will be the main contact for information regarding this program, scheduling different books read by a guest reader each week, and planning and leading activities to accompany that week's book. Interns will work closely with one another, but should be able to work independently with little supervision. Interns are expected to step in and lead weekly program if a guest is not secured or unable to attend.

Responsibilities:

- Engage volunteers and community members as guest readers
- Select books related to the themes of the natural world, ecology, environment, or sustainability—must be appropriate for ages 2 - 9
- Develop and maintain a Summer Reading list and a contact list of guest readers
- Generate educational themes and activities to accompany books and guest readers
- Communicate expectations of guest reader responsibilities
- Advertise program by creating and distributing promotional materials that highlight relevant community partnerships
- Sustain community relations via a recognition and acknowledgment plan
- Engage and lead children and families in activities associated with this program

Desired Qualifications:

- Maintain a positive attitude in a public setting
- Be flexible and able to accommodate various age groups
- Creative thinking
- Excellent writing and communication skills
- Experience with designing, conducting, and improving education programs
- Possess knowledge in one or more of the following fields: ecology, sustainability, conservation and/or environmental science(s)
- Background check required

Schedule:

- Mid-May through August, 8 to 7 hours/week
 - Monday-Wednesday variable, with Tuesday mornings (day of scheduled reading) required
- (Hours may be front-loaded in the beginning and could taper off once readers and activities are confirmed.)**

For more information:

Heather Huston Bell, PCEI Program Manager, (208) 882-1444 or serving@pcei.org

The Palouse-Clearwater Environmental Institute (PCEI) is a grassroots organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect our region's environment through watershed restoration, education and sustainable living programs.

"connecting people, place and community"™ since 1986

The Palouse-Clearwater Environmental Institute is a 501(c)(3) non-profit. Tax ID # 94-3038182.
Donations are tax deductible to the fullest extent allowed. No goods or services were received in return for this gift.

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