



Application deadline April 2, 2010

2904 Floyd St.
Dallas, TX 75204
Phone: (214)442-1633
Fax: (214)442-1644
E-mail: ltatum@thesca.org

Program Assistance Internship

Internship made possible by the ExxonMobil Community Summer Jobs Program

Student Conservation Association

About the Student Conservation Association

The Student Conservation Association (SCA) is a nonprofit organization that offers conservation internships and summer trail crew opportunities to more than 3,800 people each year. SCA members complete projects in every conservation discipline - from archeology to zoology - and everything in between.

SCA is focused on developing conservation and community leaders while getting important work done on the land.

SCA's mission is to build the next generation of conservation leaders and inspire lifelong stewardship of our environment and communities by engaging young people in hands-on service to the land.

The SCA in Dallas will host forty high school students in conservation service projects throughout the community in the summer of 2010.

Responsibilities:

- Support programs in the areas of intern logistics including training, supplies, tools, safety, and paperwork.
- Event planning for parent orientation and graduation ceremony will also be included in the intern's professional development.
- Conduct initial orientation with assistance of program staff and crew leaders for summer commuter crew members. These activities can include ice breakers and team building games.
- Participates in community events such as environmental fairs as needed.
- Support local staff to achieve summer program goals.
- Supervision of high-school interns on a limited basis.
- Job shadowing of non-profit professionals will also be included in the training of the intern.

Qualifications:

- Currently enrolled undergraduate student who will be returning to college as a full time student in the fall of 2010 (**proof will be required**)
- Excellent communication skills – both written and verbal
- Competitive applicants will be highly organized and proficient in computer programs including Outlook, Power Point, Word and Excel.
- Must be a self starter and able to take initiative and enjoy working with diverse communities
- Knowledge of program administration a plus

Dates: June 1-July 27, 2010 (somewhat flexible)
Duration: 8 weeks
Hours: 7:45 AM- 4:45 PM (flexible) total of 35 hours per week
Benefits: Stipend for the term totaling \$2800, potential for AmeriCorps Education award (dependent upon eligibility).