



Student Conservation Association

Position Description

Title: Community Programs Intern- Dallas

Dates: April 1- May 29 (20 hours per week) and
June 1- August 31 (40 hours per week)

Organization Background

The Student Conservation Association (SCA) is a nonprofit organization that offers conservation volunteer opportunities to more than 3,000 people each year. Founded in 1957 to restore and protect America's public lands and preserve them for future generations, SCA is focused on developing conservation and community leaders while getting important work done on the land. Beginning with 53 volunteers, SCA celebrated its 50th birthday and 50,000th alumni in 2007.

In an increasingly urban nation, SCA recognizes the need to connect these youth with their local public lands and parks. The Houston Field Office for SCA administers three local programs – Houston Conservation Collaborative for adults ages 18 and up, High School Summer Community Crews, and High School Conservation Leadership Corps. The 2008 high school programs engaged 32 area youth in service projects at seven Houston parks, providing over 6,000 hours of service. Partners include Memorial Park Conservancy, Houston Arboretum, San Jacinto Battlegrounds State Historic Site, Hermann Park, and Legacy Land Trust (Spring Creek Greenway).

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.

Responsibilities

In support of the Community Programs, the intern will play an important role that will fulfill programmatic support and coordination for Dallas crews. The SCA Community Programs Intern will achieve planning, marketing, and networking skills that are ideal for an individual interested in Community Organizing, Education, Non-Profit Management and Business Administration fields. The chosen candidate will:

- Coordinate application and medical clearance process for high school program
- Coordinate one service project for local SCA interns and alumni by engaging partners
- Support planning for Environmental Education days for High School Commuter Crews
- Use photography and computer software to document crew and intern projects and coordinate with SCA headquarters to update Dallas pages on website
- Design outreach materials highlighting Dallas SCA programs
- Attend weekly regional and local staff meetings and provide input and feedback
- Option to participate as back-up crew leader (must attend Crew Leader Training if desired)

Opportunities for professional development and training in program coordination will be provided. SCA intern may also have the opportunity to earn a \$1000 AmeriCorps award for college expenses.

Qualifications

- Highly motivated and an enthusiasm for conservation on both the local and national level
- Desire to work with high school youth and instill a service ethic for the community
- Working knowledge of Microsoft Office suite and ability to learn new software quickly
- Ability to work independently as well as part of a team
- Detail-oriented and proven organizational skills
- Agree to, and pass, SCA administered criminal background check and motor vehicle report
- Exhibit respect for diverse ethnicities, cultures, and personalities
- Willingness to try something new