



Youth Program Internship Position Description

Questions can be directed to:

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Youth Program Internship Goals:

- to assist NFCT staff in prepping for our Northern Forest Explorers Youth Program, a rural youth paddling program;
- to assist a professional guide in leading our youth outdoor education programs in the field;
- to act as a liaison between NFCT staff and participating partners;
- to promote an awareness and understanding of NFCT for participating youth.

Position Responsibilities:

1. **Logistical Arrangements:** Facilitate outfitter logistics, including, but not limited to:
 - gear, food and materials acquisition and organization, both before and after program;
 - travel arrangements for self and partners (as needed) before, during and after program;
 - other details to be confirmed with partners before, during and after program.
2. **Curriculum & Communications:**
 - develop simple plan for promoting NFCT awareness and understanding amongst both partners and program participants;
 - develop and deliver any necessary communication pieces for participants and partners;
 - act as key liaison between NFCT staff and NFE partners;
 - prepare weekly entry for NFCT blog.
3. **Instruction:**
 - conduct brief NFCT info session for participants and partners at the beginning of each NFE week;
 - provide ongoing information and interpretation regarding NFCT throughout NFE sessions;
 - lead outdoor skills, environmental education, and group management lessons and activities as assigned by professional guides.
4. **Grant Compliance & Donor & Public Relations:**
 - if needed, provide information and hospitality to program donors in the event of visits and other communications;
 - remain mindful of public perceptions of NFCT and NFE at all times
5. **Program Evaluation & Wrap-Up**
 - prepare participant, parent, and guide/partner evaluations;
 - distribute evaluations and ensure best possible return rate;
 - document program by taking and organizing photographs;
 - create summary report reflecting evaluation results and other assessments of note;
 - assist in creating summary power point presentation intended for general audience of stakeholders

Qualifications and Expectations for Work Habits & Interpersonal Skills:

1. Ability to display confident, flexible, fair, energetic, and positive attitude while working with youth, NFCT staff, and partners
2. Proven attention to detail and follow-up
3. Ability to work as a team player and effectively collaborate with NFCT staff and partners on a daily basis

4. Ability to balance taking independent initiative with knowing when to seek guidance from superiors/others
5. Comfort seeking assistance from superiors/others when needed, and comfort accepting constructive feedback on a frequent basis
6. Ability to organize work time very effectively, particularly in relation to set deadlines, daily office and field routines, and strictly defined prep time versus program time
7. Ability and positive willingness to work long field hours in varying weather extremes for up to six consecutive days
8. Willingness to submit personal information for a criminal background check, as well as ability to successfully pass a criminal background check
9. Required experience: demonstrable paddling skills, solid outdoor camping/backpacking, working knowledge of and education in environmental/ecological science, youth leadership, first aid (Wilderness First Responder certification, Wilderness First Aid certification)

Skills Acquired - The Youth Program Intern will gain, or further develop, the following knowledge, skills, and abilities:

1. Basic knowledge of the Northern Forest Canoe Trail, particularly the waterways included in NFE itineraries
2. Basic knowledge of program content intended to educate youth in outdoor skills and environmental awareness
3. Basic ability to lead youth in a group setting
4. Development of administrative and communicative skills required for management of program logistics
5. Preliminary development of project management abilities
6. Knowledge and understanding of attitudes, ethics, and administrative processes underlying operation of a small grassroots environmental non-profit