



## Southern California Mountains Foundation - Summer Internship

The Southern California Mountains Foundation is hiring three seasonal summer intern positions. These are training positions that give young individuals the opportunity to engage directly with forest visitors, provide interpretive education programs and lead groups. Specifically these positions are responsible for providing summer interpretive programs and visitor information services at the Big Bear Discovery Center and National Children's Forest located in Running Springs, CA. Interns are responsible for leading nature walks, canoe/kayak tours, campfire programs and other interpretive programs for the public. Position will work directly with staff, adult and youth volunteers to engage in trail maintenance, ecological restoration and interpretive programs in the San Bernardino National Forest.

### Job Duties:

- Lead environmental education and interpretive programs for the public including campfires, kayak and canoe tours, nature walks, and school and youth programs.
- Assist with general needs around visitor centers - the Discovery Center and Children's Forest - such as set-up, maintenance, and feed/water/clean animal enclosures (tortoise and snakes).
- Work in the Adventure Outpost store, selling merchandise, memberships, concert tickets, and eco-tour spots. Answer phone calls from the public.
- Enter database information into Google Drive and Excel. Create fliers, press releases, signs, and social media posts.
- Work as a team with staff, volunteers, and corpsmembers
- Promote programs, volunteer opportunities and projects in the community; sometimes at community/recreation events, ex. Forest Festival.
- Participate in trail maintenance and ecological restoration projects
- Assist with nursery operations and procedures at the National Children's Forest greenhouse and lead volunteer groups in greenhouse operations.
- Assist, help and cooperate with other SCMF staff to meet the goals of the SCMF

**Position Reports to:** Discovery Center Manager

### Reporting Location:

- Big Bear Discovery Center (*Two Positions Open*)  
40971 Hwy 38/ North Shore Dr.  
Fawnskin, CA
- National Children's Forest (*One Position Open*)  
32573 Hwy 18  
Running Springs, CA 92382



### **Qualifications/Position Requirements:**

1. Experience serving the public
2. Position open to 18-25 yrs. old
3. Organizational skills and attention to detail
4. Physically capable of repeated bending, squatting and lifting 50 lbs.
5. Capable of working in adverse outdoor conditions.
6. Excellent verbal and written communication skills
7. Experience working with youth and volunteers
8. Self-motivated and capable of working independently
9. First Aid/CPR certified preferred
10. Must be a strong swimmer, lifeguard experience preferred (*Discovery Center Positions Only*)
11. Flexibility in working with shifting priorities
12. Driver's license and excellent driving record
13. Car to drive to project sites/restoration locations; mileage is reimbursed
14. Be subject to criminal background check

**Pay Rate:** Full-time 12 Week Position (June – September): 40 hours per week at \$12.00/hour. Weekend work is required; tentative schedule Thursday - Monday; with mandatory evening programs.

**How to apply:** Send resume, cover letter, and three references to Wendy Craig by May 10, 2019. Wendy Craig, Discovery Center Manager, at [wrcraig@mountainsfoundation.org](mailto:wrcraig@mountainsfoundation.org)

*The Southern California Mountains Foundation is an Equal Opportunity Employer*