



RICHARDSON BAY **Audubon**  
CENTER & SANCTUARY

Position Title: Summer Intern Naturalist	Location: Tiburon, CA
Department: 8070 Richardson Bay Audubon Center	Immediate Supervisors: Wendy Dalia, Education Director Mindy Hiatt, Master Teacher Naturalist

**Purpose of the position:**

Richardson Bay Audubon Center & Sanctuary, Tiburon, CA, is looking for energetic individuals with a passion for teaching young children about the wonders of nature and environmental science. Interns will gain experience teaching nature and science education in a camp setting.

Summer Audubon Adventures consists of one week of staff training, one week for training Junior Naturalist (ages 11-17), and nine weeklong sessions for children ages 4-8. Within the nine camp weeks are two weeks of Expedition Camp for ages 9-11 and two weeks of Nature Quest, a completely camper led exploration camp.

Staff must be able to work July 4<sup>th</sup> and two weekday evenings.

**Essential Functions:**

Teacher Naturalist responsibilities include:

1. Assisting lead Teacher Naturalists in preparing and implementing camp curriculum
2. Prepare materials for camp and clean up materials after use
3. Walk the trail each morning to maintaining trails for campers
4. Supervising Junior Naturalists
5. Learning to lead camp activities in a safe and engaging manner
6. Welcoming campers each morning and helping them feel safe and comfortable
7. Additional duties that contribute to the success of a non-profit

**Additional Functions:**

1. Take out the trash and recycling from classrooms each week
2. Participate in sanctuary management including trail work and beach cleanup, as appropriate
3. Stock kitchen and bathroom supplies as used during camp
4. Additional functions as directed by supervisor

**Relationships:**

*Internal:* Report to Education Director, interact with all staff

*External:* Volunteers, students, local schools and community

**Qualifications:** (e.g., education, training, experience, licenses and skills)

1. Ability to create a safe, warm and welcoming atmosphere to awaken children's curiosity for and enjoyment of nature
2. Able to interact well with children, teens and adults, especially parents
3. Experience working with children
4. Reliable, self-motivated, emotionally mature, creative and team player
5. Strong organizational skills with attention to detail
6. Interest in local natural history and the outdoor environment
7. Committed to the entire summer
8. Willing to work outdoors in any weather as necessary
9. Current First Aid/CPR certification

**Physical Requirements:** (e.g., lifting, reaching, climb, push/pull, etc.)

Willing and able to play outdoors for extended periods of time with children. Occasional heavy lifting/carrying.

Salary \$10-\$13/hr, depending on experience, 35-40 hours per week. Send a current resume and cover letter to Wendy Dalia, Education Director, via email at [richardsonbaycenter@audubon.org](mailto:richardsonbaycenter@audubon.org) or fax to (415) 388-0717. Include three references.

No phone calls please.