

Job Announcement  
**Environmental Education Intern**-One year residential internship

Hidden Villa is a nonprofit educational organization that uses its organic farm, wilderness, and community to teach and provide opportunities to learn about the environment and social justice. Hidden Villa stretches over 1600 acres of open space in the foothills of the Santa Cruz Mountains, about 40 miles south of San Francisco. We are seeking energetic, responsible team players to fill our Environmental Education (HVEEP) Internships. Positions run from the Labor Day weekend in Sept. until the end of camp in August.

### GENERAL RESPONSIBILITIES

HVEEP interns work directly under the supervision of the HVEEP Director from September-May as a part of the program staff. Starting in June, Environmental Education Interns will work, in the program of their choice, as a part of our summer counseling staff; we offer programs for youth ages 6-17. Interns will also have an opportunity to apply to be a summer camp Program Head or summer camp Auxiliary Staff.

Working Hours: Monday to Friday (8-5 minimum) plus some evenings and weekend programs from September – May with extended hours in the summer.

### SPECIFIC RESPONSIBILITIES- HVEEP

- Lead groups of elementary age children (primarily Preschool-4<sup>th</sup> Grade) through one day on-site programs, including: 1.5 hour farm tours, 5 hour farm and wilderness explorations, afternoon chores and evening programs.
- Use the organic children's garden, wilderness and farm animals to engage children in hands-on experiential activities that promote environmental awareness and humanitarian values.
- Prepare students for their one-day fieldtrip by helping lead off-site classroom presentations.
- Assist with all aspects of HVEEP Volunteer Program including: recruitment, training, and appreciation of volunteers.
- Carry out daily afternoon rotations including: garden & animal chores, chores with kids, community programs.
- Attend and participate in weekly meetings, scheduled on-site workshops and field trips.
- Work with HVEEP teachers to plan, develop, and/or implement programs as necessary.
- Participate in communal living responsibilities with 10 interns

### SPECIFIC RESPONSIBILITIES- SUMMER CAMP

- Work with camp staff to determine your specific summer camp position.
- Design and implement summer camp project.
- Live cooperatively as part of a 60 person camp staff community.
- Specific responsibilities will depend on position.

### MINIMUM QUALIFICATIONS

Candidates must be at least 18 years of age.

### QUALIFICATIONS DESIRED

Experience in environmental education, summer camp or related fields. Excellent communication skills and the ability to accept supervision and guidance. Experience, skills or abilities with any of the following: farms and gardens, natural history and ecology, working with diverse populations, classroom teaching, volunteers, wilderness experiences, music, computers or non-English languages. Love of children and the outdoors, team player, flexible, organized, sense of humor!

### TERMS OF INTERNSHIP

This position is a full-time, year-long, residential internship. From September through May you will receive a base stipend of \$525.00 per month and housing (interns sharing rooms will receive an additional \$50 per month). During summer camp from June through August, you will be compensated according to the salary structure for your summer camp position and will live on site (shared housing or camping). Meals are provided while camp is in session. Seasonal produce, meat & dairy products from the farm when available. Hidden Villa is a non-smoking environment.

HVEEP Interns are on break in the winter from Dec. 12 - Jan. 3 in addition to regular Hidden Villa holidays from September – May. Other days off must be approved by HVEEP Director and need to be taken before the start of summer camp training. It is difficult to approve time off during our high programming months (Sept-Oct, March-May). ***Must be available for training on Saturday September 12, 2009.***

### HOW TO APPLY

Please send your cover letter, a copy of your current resume and completed internship application by **February 13, 2009**

You may e-mail your application to: [hveep@hiddenvilla.org](mailto:hveep@hiddenvilla.org) or mail to: HVEEP Internship, c/o Hidden Villa, 26870 Moody Road, Los Altos Hills, CA 94022. Application materials available on our website at: [www.hiddenvilla.org](http://www.hiddenvilla.org)

**Hidden Villa is committed to diversity in our workplace and our programs. We do not discriminate on the basis of sex, race, color, age, sexual orientation, national origin, religion, creed, ancestry, disability, or veteran status.**