

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 September until the end of camp in August.

GENERAL RESPONSILITIES

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

- Lead groups of children through on-site and classroom programs, including evening “overnight” programs; using the organic children’s garden, wilderness and farm animals, these programs are designed to engage children in hands-on experiential activities that promote environmental awareness and humanitarian values.
- Work with other HVEEP teachers to develop new curricula and plan program development as necessary.
- Assist with 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.
- Participate in and lead outreach activities which link Hidden Villa to diverse elements of its surrounding communities.
- Design and implement summer camp curriculum.
- Communicate and work with campers and staff and provide necessary instruction to campers.
- Observe camper behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Participate in communal living responsibilities with 10 interns & summer staff.

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, 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 EMPLOYMENT

This position is a full-time, year-long, residential, exempt position. Interns receive a \$525/month stipend, which may increase during summer depending on position/housing. Benefits include: housing, seasonal produce, meat & dairy products from the farm when available, holiday time, four vacation days, sick leave, medical and dental benefits. HVEEP Interns are given holiday time in the winter from Dec. 17-Jan. 2 & in the spring from May 26-30.

Vacation days must be approved by manager and need to be taken before the start of summer camp training.

It is difficult to approve vacation during our high programming months (Sept-Oct, March-May).

Must be available for staff training on Saturday September 8, 2007.

HOW TO APPLY

Please mail your cover letter, a copy of your current resume and completed general and supplemental application form by **April 13, 2007** to: Internship Coordinator, c/o Hidden Villa, 26870 Moody Road, Los Altos Hills, CA 94022 or via e-mail to sthurman@hiddenvilla.org. website: 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.