

**NH FISH AND GAME DEPARTMENT
11 HAZEN DRIVE
CONCORD, NH 03301**

SUPPLEMENTAL JOB DESCRIPTION

Classification: Internship

Function Code: N/A

Position Title: Education Internship – NHFG, Great Bay Discovery Center **Date Established:** 03/28/19

Position Number: N/A

Date of Last Amendment: 02/03/23

SCOPE OF WORK: To develop and/or lead a variety of education programs about Great Bay for the Great Bay Discovery Center and Great Bay National Estuarine Research Reserve

ACCOUNTABILITIES:

- Lead spring or fall school programs, one to two mornings per week (~8-12 hours/week).
- Assist Great Bay Discovery Center staff with summer education programs (~6hours/week).
- Develop and lead one summer Bayventure with the opportunity to develop self-directed program(s).
- Staff the exhibit room as needed, within your availability.

MINIMUM QUALIFICATIONS:

Education: High school diploma or high school equivalency credential. Must be a junior or senior in an undergraduate or graduate program pursuing a natural resources/environmental or education degree.

SPECIAL REQUIREMENTS:

- Must be available for a minimum of 120 hours, April 2023-November 2023 (start and end dates are flexible and the internship could be spring-summer or summer-fall or spring-fall).
- Ability to be on foot continuously for 3-4 hours.
- Ability to perform job functions in inclement or undesirable weather conditions, and exposure to biting insects, challenging terrain and other potential hazards.

PREFERRED QUALIFICATIONS: Previous experience working with school-age children, and working in outdoor programs.

SIGNATURES:

I have reviewed the content of the above job description with my internship supervisor.

Intern's Name (Print)

Intern's Signature

Date Reviewed

Internship Supervisor's Position Number and Title: Position #43056, Coordinator Outdoor Education Program

I have discussed the work responsibilities outlined by this supplemental job description with the above intern.

Internship Supervisor's Name (Print)

Internship Supervisor's Signature

Date Reviewed

Jisha Gray

Division of Personnel/Agency HR Representative

04/01/2019
Date Approved