



Grant- Funded Internship Program

in Partnership with Wilton Wildlife Preserve & Park and Saratoga PLAN



The interns hired through this grant-funded initiative will be trained and based out of Wilton Wildlife Preserve & Park’s office, but it will be a shared experience with Saratoga PLAN. Not only will the interns be involved in program development and implementation, they will be included in other aspects of both organizations. Interns will have the opportunity to advance their experience out in the field with conservation opportunities provided by both WWPP and Saratoga PLAN. For the entirety of their internship they will be representing both organizations, underscoring the collaborative nature of this initiative.

We will be hiring two full time (35 hrs/week) paid interns at minimum wage.

Applications are now open for the following internship cycles:

September 2022 - June 2023

June 2023 - March 2024

Dates are subject to change according to the provided grant amount. There is a possibility that housing can be provided at no-cost. A vehicle is required, but mileage for work-use is reimbursed at the market-rate.

These grant-funded internships are targeted to candidates who are from communities that are underrepresented in the field of environmental education and conservation work.

Position Tasks and Responsibilities

Environmental Education

- Teaching educational programs in outdoor conditions or traditional classroom settings for toddlers to adult audiences
- Assisting the Education Coordinator in the development of new programs, promotional materials, and media
- Presenting programs at the Preserve & Park and Saratoga PLAN trails
- Handling animals as part of the instruction and assisting with their care during the week
- Assisting with the daily preparation of student activity materials, including cleanup and proper storage
- Recording program attendance and data from program participants

Conservation and Recreation

- Participation in Karner blue butterfly restoration efforts; e.g.: seed collecting, lupine planting
- Citizen Science studies: e.g.: American woodcock, FrogWatchUSA
- Planning, preparation, and participation in recreation events like the Moonlight Hikes, Winter Recreational Rentals, and the Wildlife Festival
- Assisting with trail work and winter grooming

General

- Greeting and communicating information to visitors
- Office tasks like answering the phone, program registrations, checking the answering machine, and taking messages
- Maintaining kiosks by stocking maps and updating flyers to bulletin

Position Qualifications

College graduates with a degree in Environmental Education, Education, Environmental Studies/Science, Biology, Sustainability or Conservation or related field are preferred. Other fields may be considered for applicants with interest in natural sciences.

- Comfort with public speaking, interaction with large groups, and handling animals.
- Must be flexible and adaptable to change. Work will be in a dynamic setting with shifting responsibilities. Intern should be comfortable and enjoy working in a fast-paced creative environment.
- Excellent organization and time management skills. Intern must be able to work on multiple tasks and provide high attention to detail.
- Ability to work in all weather conditions. This position requires indoor and outdoor work including, but not limited to, leading interpretive hikes, lifting tables and supplies, and walking on trails with mixed terrain.
- Ability to self-motivate. This position will have “down time” where interns will seek opportunities to find and create relevant work independently.
- Must have strong communication skills. This includes writing, editing, and demonstrated comfort and skill in delivering public presentations in small and large group settings.
- Ability to work in a team-based environment.

To Apply: Please send a cover letter, resume, and one professional reference to Wilton Wildlife Park and Preserve Executive Director, Margo Olson at molson@wiltonpreserve.org. Applications are being accepted until the positions are filled.