

## **Watershed Volunteer Program Service-Learning Position**

### **Internship Summary**

The Watershed Volunteer Program Intern will support the Watershed Volunteer Coordinator with day-to-day operations of the Watershed Volunteer Program, gaining hands-on experience in environmental program administration, community engagement, and natural resource management. Key responsibilities include interacting with current volunteers, recognizing certified stewards, helping coordinate volunteer events, supporting education, and participating in monitoring and restoration projects. The intern will gain practical experience in watershed and natural resources program coordination, exposure to volunteer program management and community engagement strategies, skills in data management and reporting, and mentorship from the Watershed Volunteer Coordinator and Natural Resources staff.

### **Schedule**

- Fall 2026, Winter 2026, Spring 2027, Summer 2027
- Flexible duration and weekly commitment; minimum 1 day per week (volunteer events typically take place in evenings/on weekends)
- 1 Available Position
- Reporting Location: Watershed Stewardship Center  
2277 W Ridgewood Dr  
Parma, OH 44134

### **Responsibilities**

The intern would have the opportunity to assist with the following:

- Assist with data entry, database management, and reporting related to volunteer hours, program metrics, and certified stewards
- Support the planning, coordination, and staffing of volunteer events and activities
- Participates in volunteer education opportunities, monitoring events, and restoration activities.
- Travels to various locations throughout the park district, including remote locations.
- Helps recognize volunteers
- Assists with marketing events and programs
- Helps write e-newsletter and communications to volunteers and partners
- Support the development and delivery of education programs
- Responds to routine inquiries from volunteers and public
- Assists with the preparation of materials for volunteer trainings, projects and presentations
- Represents Watershed Volunteer program at community events.
- Keeps direct supervisor promptly informed of key/significant issues or concerns.
- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- Performs related duties as assigned or apparent.

### **Requirements**

Education and Experience: Currently enrolled as an undergraduate student from an accredited college or university in environmental science, natural resources, biology, communication, administration or a related field. No prior experience required. Internship is ideal for a self-motivated learner with a passion for the outdoors and environmental conservation.

#### Other Qualifications:

- Strong communication and organizational skills
- Comfortable working with volunteers
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Work cooperatively with others.
- Ability to perform with considerable independence and initiative
- Willingness to ask questions
- Basic computer/database skills preferred
- Access to reliable transportation, as Intern is responsible for transportation to and from work location.
- Ability to lift up to 50 pounds.
- Exposure to inclement weather, insects, poison ivy, and pesticides (personal safety training and equipment provided).

**Applications:** Applications will be reviewed as they are received or until position is filled. *Click [here](#) to apply.*