



Cuyahoga Valley National Park Association

1403 W. Hines Hill Rd., Peninsula, Ohio 44264
330-657-2909 www.cvnpa.org

Environmental Education Center

3675 Oak Hill Road, Peninsula, OH 44264
330-657-2796

Position Announcement: Field Instructor, Graduate Level Internship

Cuyahoga Valley National Park Association, in partnership with Cuyahoga Valley National Park (CVNP), offers a dynamic residential program at the Environmental Education Center in northeast Ohio. The 500 acre residential facility includes two campuses with dorms, dining halls, classroom spaces, ponds, forests and meadows. The curriculum of the Environmental Education Center is an interdisciplinary program that combines natural history, human history and environmental appreciation with technology, visual arts, music and theater. The Cuyahoga River and its watershed serve as the central theme for the 4th -8th grade students participating in the program. Units focus on its history, ecology, sustainability, and the social, economic, and environmental interaction of rivers and people.

Field Instructor responsibilities include:

- Participate in a comprehensive 3-week training and attend weekly professional development workshops;
- Be a member of a team of interns;
- Lead morning, afternoon and evening instructional units using the field, labs, and activity areas;
- Teach Day Programs and participate in our special programming;
- Participate in sessions and complete assignments in the academic program at CVEEC to obtain Environmental Education Certification;
- Participate in professional development opportunities (e.g. conferences or workshops) as these are made available to Field Instructor staff;
- Contribute to other aspects of operation at a residential environmental education center.

This is a highly intensive, but highly rewarding experience; expect to work 50-60 hours per week. This nine-month internship term is August 9, 2010 through June 3, 2011. Interns are not responsible for students after the conclusion of evening programs, and supervisory responsibility is shared at all times with teachers.

Qualifications:

The successful applicant should demonstrate an interest and knowledge of the environment and/or the arts and possess a sincere desire to work with elementary and middle school students in an intensive and rewarding educational setting. Experience in environmental issues, science, arts, education, or comparable experience working with children is preferred. The ability to establish a good rapport with both students and classroom teachers is important. Basic computer proficiency is preferred. In addition, the applicant should be enthusiastic about the interdisciplinary approach of the program. Bachelor's degree or equivalent experience required. Background/fingerprint check, and First Aid and CPR certification are required.

Stipend and Benefits:

A weekly stipend of \$215 is provided. Furnished housing and utilities are provided separate from the Environmental Education Center in the historic village of Everett. Meals are provided when food service is provided for school groups. Short-term medical insurance is provided. Field Instructors have an opportunity to earn an Environmental Education Certification for the state of Ohio and participate in other professional development opportunities.

To apply:

Call 800-642-3297 ext. 100 or email info@cvnpa.org for an application. Deadline to apply is May 31, 2010. Send a completed application including cover letter, resume, application form, 3 reference forms, and college transcripts to Program Manager at 3675 Oak Hill Rd., Peninsula, OH 44264.

Cuyahoga Valley National Park Association is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Application for Field Instructor

Graduate Internship • Fall - Spring
Cuyahoga Valley National Park Association
3675 Oak Hill Rd., Peninsula, OH 44264
330/657-2796 or 800/642-3297
Info@cvnpa.org
www.cvnpa.org

Be sure to include resume with application.

1. General Information:

Please mark the address where you'd like to receive mail and through what date you will reside there.

Name: _____ SS#: _____ - _____ - _____

Permanent Address: _____ When: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Temporary Address: _____ When: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

College: _____ Graduation Date: _____

Major(s): _____ Minor(s): _____

2. References:

Please give one reference form to the three individuals listed below. Also give the reference an envelope that is stamped and addressed to Program Manager at the above address.

Name: _____

Position: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Position: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Position: _____

Address: _____

Phone: _____ Email: _____

3. Brief Essay Questions:

Please answer these questions on a separate sheet. One paragraph for each question is sufficient.

- A. What environmental education experience do you have?
- B. Why are you interested in this position?
- C. What do you consider the most important elements of a residential environmental education experience?
- D. Do you have teaching experience? If so, what experience do you have and how would you describe your teaching style?
- E. What other experiences do you have working with children? Length of time?_What ages?
- F. What contributions can you make to benefit CVNPA's programs?
- G. What skills and/or experience could you contribute to the multi-cultural and arts elements of this program?

4. Other:

Have you been convicted of a crime in the last 7 years? _____ Yes _____ No

If yes, please explain on a separate sheet (a conviction will not automatically bar employment).

5. Verification and Authorization:

I hereby authorize CVNPA to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability CVNPA and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I understand that I will be employed at-will, and that my employment can be terminated without cause and without notice, at any time. I understand that no employee, supervisor or representative of CVNPA has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to my employment at-will.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation to perform the essential functions of the relevant job, as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature _____

Date _____

***Your completed application should include: this application form, three completed reference forms, your resume and college transcript(s).**

Please mail all information to the attention of:

Program Manager, Cuyahoga Valley National Park Association, Environmental Education Center, 3675 Oak Hill Rd., Peninsula, OH 44254.

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Field Instructor

Reference Form

Cuyahoga Valley National Park Association

3675 Oak Hill Rd., Peninsula, OH 44264

800/642-3297 or 330/657-2796 x 103

Info@cvnnpa.org

www.cvnnpa.org

Applicant Name: _____

Please mail completed reference form to: Program Manager
Environmental Education Center
3675 Oak Hill Road
Peninsula, Ohio 44264

The above applicant is applying for a nine (9) month, Graduate Internship teaching position at Cuyahoga Valley National Park Association's Environmental Education Center (EEC). The EEC is an environmental learning facility which provides innovative programs for students and educators in an urban national park setting. The EEC offers workshops, a variety of day programs (for preK-10th grade), overnight environmental education programs (for 4th-8th grades), and summer residential camps (for 4th-12th grades).

We are interested in a frank appraisal of the applicant's motivation, ability to teach, and the quality of his or her work or school experience. Your evaluation is important to us. Your observations will supplement the information we receive for the applicant as well as other references. **Please complete both sides of this form** and attach additional sheets if necessary. Thank you.

1. How would you compare the applicant to his/her peers in terms of these qualities of character and behavior? (Please check the most appropriate box.)

	No basis for judgement	Average	Good	Excellent	Outstanding
Concern for others					
Creativity					
Emotional Maturity					
Energy					
Honesty					
Leadership					
Motivation					
Organizational Ability					
Professional Appearance					
Response to Criticism					
Self - Discipline					
Sense of Humor					
Sound Judgment					
Speech / Communication					
Teaching Ability					
Team Player					

2. What are the applicant's personal strengths and weaknesses? What are the first words that come to mind to describe the personality of the applicant?

3. Would you entrust the applicant with a child of yours? Why?

4. From your perspective, why would the applicant be a good Field Instructor Intern?

5. Additional Comments or insights:

Signature of reference: _____ Date: _____

Print Name: _____ Phone: _____

How long have you known the applicant? _____ In what capacity? _____

Thank you for your help and cooperation. We appreciate your candor and honesty.

Program Manager, 3675 Oak Hill Rd., Peninsula, OH 44264

Phone 330/657-2796 x 103 or 800/642-3297

Fax 330/657-2058

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www.cvnnpa.org