



Employer: Thorne Nature Experience; Boulder, CO
Job Status: Part time
Pay Rate: Unpaid Volunteer/Internship Position
Reports to: Gwen Tenney, Program Manager – Field Trip & Volunteers,
Gwen@thornenature.org, 303-499-3647 ext. 103
Application Deadline: Rolling, until filled.
Interviews will be held in September and January.
Application Process: **To apply, submit a Volunteer Application through Google Forms**
<https://goo.gl/forms/EaPzvM4CS1fhk1b72>.

Thorne Mission and History:

Thorne Nature Experience is a non-profit organization that is committed to building Earth stewardship by connecting youth to nature through joyful, hands-on, place-based environmental education experiences. Thorne believes in ensuring access for all youth to discovery, exploration, and a connection to the natural world. Founded in 1954, Thorne has a rich history and has reached more than 250,000 children and adults through its three programs: In-School, Summer Camp, and Field Trip.

Expectation for All Interns:

Support the Thorne mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities.
- Embracing personal responsibility and accountability for your role at Thorne.

Administrative and Marketing Volunteer/Internship Purpose:

- The Administrative and Marketing Volunteer/Intern provides support for Thorne's programs in the office through completing a variety of tasks, contributing to an efficient organization that can connect 13,000 youth to nature each year.

Principal Responsibilities:

Duties and projects vary seasonally and may include but are not limited to:

- General office help such as organizing paperwork and files, assisting the staff where needed
- Creation and assembly of student-authored Mini Books
- Assisting with fundraising mailings, registrations for education programs
- Assisting with creation of program supplies
- Tabling at outreach events
- Maintenance of the grounds such as weeding and plant maintenance (seasonal)
- General trail maintenance (seasonal)

Desired Outcomes:

- Contribute towards a successful and efficient office environment where Thorne can successfully deliver its educational programs and achieve its mission
- Contribute towards Thorne's Core Value of inclusiveness, respecting the perspectives and contributions of all people

Job Interrelationships:

- Thorne Staff
- Other Thorne Volunteers and Interns
- General Public and Community Partners

Desired Skills and Abilities:

- Strong communication skills with adults and children
- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally
- Strong computer skills (specifically experience with MS Office software) preferred
- People of Color encouraged to apply
- Bi-lingual in Spanish and English encouraged to apply

Desired Behavioral Traits and Attitudes:

- Team player, fun, outgoing, passionate, organized, creative, resourceful, critical thinker, results-oriented, and self-motivated;
- Strong interest in and/or some experience in environmental education in informal settings;
- Passionate about Thorne's mission and environmentally concerned and aware.

Minimum Qualifications:

- Must be 16 or older;
- Preference for those with experience or a strong desire to work with a nonprofit organization;
- Preference for those with or working on a High School Diploma, Bachelor's degree in Environmental Education, Environmental Studies, Biology, Geology, Education, or related field;
- People of Color encouraged to apply.

Special Requirements:

- Ideally can commit to working at least 2 hours/week.

Compensation:

- This is an unpaid opportunity/Internship, however you will complete multiple documented hours of professional nonprofit experience through this opportunity;
- Thorne Staff is willing to fill out required forms for school credit, act as a reference for Intern, and/or write a letter of recommendation if desired.

Inclusiveness Statement:

- Thorne believes that, to remain relevant as an organization and ensure access to joyful, hands-on, place-based Environmental Education experiences for all youth, its programs, leadership, and participants must reflect the range of diversity, culture, and unique differences in our community.

Anti-Discrimination Statement:

- Thorne Nature Experience is an equal opportunity organization. Thorne Nature Experience does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), physical or mental disability, marital status, sexual orientation, gender variance or expression, or military status, in any of its activities or operations. This Anti-Discrimination Policy applies to, but is not limited to, hiring and firing of staff, selection of volunteers, selection of Board Members, selection of vendors, and provision of services.

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