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| <b>Title:</b>      | <b><i>Youth Program Intern</i></b>                     |
| <b>Reports to:</b> | <i>Director of Youth Education</i>                     |
| <b>Location:</b>   | <i>Remote and field work throughout Pittsburgh, PA</i> |
| <b>Hours:</b>      | <i>Flexible, 10 – 30 hours per week</i>                |
| <b>Salary:</b>     | <i>Unpaid</i>  |

## ABOUT VENTURE OUTDOORS

Venture Outdoors is a nonprofit organization dedicated to removing barriers and creating access to outdoor experiences. We provide a variety of experiences that inspire an active lifestyle, promote the region's unique natural amenities, highlight its excellent quality of life, and foster a greater appreciation for the environment.

## POSITION SUMMARY

The Youth Program Intern works with the Program Team to provide safe, fun and quality programs for youth and family participants. The intern supports programs by updating trip leader resources and assisting the Program Team with youth and family outing logistics. The intern has the ability to attend numerous outdoor youth outings and classroom lessons, trainings and work for a cutting-edge outdoor recreation organization.

## DUTIES AND RESPONSIBILITIES

- Update and enhance current youth and family-friendly trip plans and environmental education curriculum.
- Build trip leader resources, such as rosters, participant waivers, and lesson materials.
- Develop and maintain evaluation and mastery tracking information for grant-funded youth programs.
- Assemble gear and lesson materials for outings.
- Update and enhance a wiki site of trip leader resources, including partner location information, green space accessibility, and youth trip plans.
- Create information sheets with program details, including review of driving directions and program descriptions.
- Write blog articles about youth programs, family-friendly trip leaders, and children's events.
- Support program marketing efforts by making flyers, organizing photos and distributing materials.
- Attend youth outings and classroom lessons as an apprentice leader.

- Attend youth outreach events as an ambassador of the organization.
- Be familiar with and follow all Venture Outdoors' policies.

## QUALIFICATIONS

- Interest in a variety of outdoor recreational activities including fishing, hiking, paddling, biking, etc.
- Knowledge of regional outdoor recreational amenities, including parks, trails, outfitters, etc.
- Experience and/or interest in working with youth.
- Experience and/or interest in environmental education curriculum development.
- Good written and oral communication skills.
- Demonstrated willingness and commitment to uphold all Venture Outdoors' policies.
- Computer-literate, including use of Microsoft Word, Excel, Publisher, Adobe PDF, wiki sites, and Google documents and email.

## HOW TO APPLY

Please send resume and cover letter to Lo Zemanek, Director of Youth Education, at [LO@ventureoutdoors.org](mailto:LO@ventureoutdoors.org)

*Venture Outdoors is an equal opportunity employer committed to diversity, equity, and inclusion.*

## STAFF EQUITY STATEMENT

We commit to the equitable treatment of our colleagues, participants, and community members by valuing their rights, dignity, voice, and expression.

We welcome and respect the diversity of individuality such as race, sex, gender identity, ability, culture, and religion.

We recognize the human right for all individuals to be respected and accepted without bias.

We commit to an organizational responsibility to build individual and community respect, dignity, fairness, care, and equality.

We strive to understand the role our system plays in perpetuating exclusion, and to address the dynamics that support it.

We understand that accountability is mutual and reciprocal in order to continually learn and improve.

We believe that Diversity, Equity, and Inclusion extends beyond the workplace and encourage all to continue personal development alongside the organization.

We require organizational staff and participants to encourage a culture of belonging and consider the entire experience and the ecosystem that supports.

We will not tolerate explicit and implicit forms of racism, sexism, classism, xenophobia, ageism, and/or ableism.

We will not accept the use of racial or gender biases and require staff to implement inclusionary practices within their duties and program design.