

Indiana University - Sustainability Development Program 2019 Extern – Culver Park Sustainability Intern

POSITION SUMMARY

The extern will be placed within the Town of Culver Park and Recreation Department and will be responsible for taking the lead on select initiatives and assisting with sustainability projects. The extern will assist the Culver Park Superintendent with sustainability related projects at Culver Park, including but not limited to organizing a volunteer cleanup day, implementing a new park recycling program, and presenting youth nature and sustainability classes for area youth.

Duties will include:

- Coordinate and lead a park clean-up day with local organizations and schools
- Research cost of and begin implementation of a park recycling program and
- Design and start a small pollinator garden area in Culver Park
- Design and present nature and sustainability series of classes for youth
- Promote sustainability efforts to the community through social media posts, press releases, print
- Attend related meetings as needed
- Other duties as assigned
- Attend a 3-4 day bootcamp mid-May 2019

Qualifications

- Experience and/or coursework in sustainability or related studies
- Able to work a flexible work schedule that may include evenings and weekends
- Must be able to work in a team setting as well as independently
- Must possess a strong work ethic, be proactive, and lead by example
- Must be proficient in Microsoft office applications
- Excellent communications skills both verbal and written
- Ability to prioritize and manage multiple ongoing tasks
- Self-starter, ability to work with minimal supervision

Compensation

Compensation will be in the form of a stipend through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks, beginning on or about June 3rd through August 9th.

Feedback and evaluation

The intern will be given regular feedback from town staff on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how a town identifies its sustainability priorities,

effective principles of communication, and how to develop and maintain professional relationships.

Application instructions

To apply for this position, complete an application on the Sustain IU website. If you have questions about the program or any of the jobs available, email ISDP at isd@indiana.edu. The application deadline is Feb. 28, 2019.