Volunteer Job Postings

Wednesday, September

Job ID	Position	City
15489	**Intervention Volunteers**	**Carlsbad**

We are seeking volunteers to assist police and fire services with its crisis intervention program. Volunteers will assist victims in distress as a result of traumatic events providing emotional support. For details go online. No experience necessary, 50 hours of training will be provided and is required for day and evening commitment.

15498	**MARKETING/FUNDRAISING VOLUNTEER**	**Rancho Santa Fe**

Animal shelter seeks students to assist in identifying businesses or individuals to approach for fundraising event donations, obtain contact names and address information, customize cover letters, prepare sponsorship packets and any other duties. Must have excellent communication skills, able to plan ahead of time and meet deadlines. Please call.

17227	**Marketing Volunteer**	**San Diego**

This is a part time opportunity. Flexible hours. Seeking individuals to work together with the chapter team to brand and expand the great San Diego and desert area chapter’s presence in our community. Outreach and follow up to different media outlets. Create new and refresh existing print, emails, news letters and local website. Create and produce marketing collateral, represent the chapter at local health fairs, trade shows and races, assist with the execution of education programs. You must have the ability to organize and prioritize, have strong organizational skills with ability to handle several major projects simultaneously, have excellent communication skills, flexibility, versatility and ability, willingness to work with patients, staff, board members and volunteers. Please call.

17263	**TUTOR VOLUNTEER**	**Chula Vista**

If you are interested in volunteering at a school, please contact us and let us to know your interest to be a volunteer, and we will provided you all the information about this job.

17266	**PUBLIC WORK VOLUNTEER**	**Chula Vista**

We offer variable hours. Weekend and evening hours are available. We are seeking volunteers to assist in working with children, seniors, physically challenged, individuals or the general public. You must attend an orientation. Please call.

Job ID	Position	City
17269	**TUTOR VOLUNTEER**	**San Diego**

Part time. Monday through Friday at 9:00 am to 3:00 pm. We are looking for volunteers who would like to work with students in the first, second, and third grades to assist them with their reading strategies. The volunteers should be able to commit to an hour and half a week and on-going basis. Please call.

17274	**LEGAL ASSISTANT VOLUNTEER**	**San Diego**

P/T Mon-Fri. 9:00am- 4:30 pm. Minimum commitment is 5 hours/wk. bilinguals are preferred. Training provided on-site. The pro bono program operates legal clinics for which volunteers are needed to assist in completing court documents for individuals without attorneys. Please call. 1877-534-2524 ext. 2717

17282	**PROMOTER VOLUNTEER**	**San Diego**

P/T Mon-Fri 9:00 a.m.-5:00 p.m. flexible. Minimum 15 hours/wk. Students who are enthusiastic about conservation science, environmental education and communications to help on projects defined specifically for their talents, interest and abilities. Communication materials will be used to promote our organization. Please call.

17796	**Mentor Volunteer**	**San Diego**

2-5 hrs. 2-4 times a month. Need students to mentor children with fun activities in the community and one-on-one for one year. Must complete application. Please call.

19294	**OFFICE ASST VOLUNTEER**	**Chula Vista**

Mon-Fri. Receptionist duties and customer service over the phone and/or in person. Filing, compiling reports, maintaining records and procedures, including business letter writing, the operation of common office equipment and related duties as assigned. Apply in person.

Job ID	Position	City
21777	**HANDY PERSON VOLUNTEER**	**San Diego**

1-2hrs, Mon-Fri, w/a commitment of at least 3 months w/1 repair per/qtr. Have some repair experience; although trained coaches are available. Needed: an interest/desire to learn about home repair & help low income seniors. Enjoy working w/seniors, be flexible & positive. Duties: We play a significant role in allowing older adults to remain in their homes safely. Volunteers are trained to complete a 4-point safety inspection of each client's home before making repairs, allowing older adults to maintain their independence & remain safely in their homes. All repairs are made at no cost to clients. Request for repair jobs come in to the coordinator Mon-Fri. Volunteers can schedule the repairs at a convenient time for themselves & the client. Repairs can take up to 1hr depending on the job. Service areas include Central/East & South San Diego County. Spanish speakers are encouraged to apply because we have many Spanish speaking seniors in the South Bay. If you are interested contact us today!

22626	**CALFRESH OUTREACH VOLUNTEER**	**San Diego**

Provide direct client outreach/services in the community, by screening individuals & families for eligibility. Engaging in application assistance, follow-up, case management & completing administrative tasks. You will be working at different outreach sites: they can be grocery stores, events/resource fairs, etc. You will recruit/support potential clients for benefits. Which stimulates the economy; you will educate & promote resources that are available to the public for further assistance; most importantly, you will inspire others to take a leading role in addressing the hunger issues that are prevalent in the SD Community. Pre-screen clients for eligibility for the program (formerly known as food stamps). Conduct application assistance w/HHSA. Explain/obtain necessary documentation for applications. Distribute info about the prgm, clarifying eligibility reqts & federal regulations for potential clients. Maintain a relationship w/site supervisor & clients at site. Attend events. Receive mileage reimbursement for field work. Input pre-screening data into tracking system. Review applications for completeness & accuracy. Conduct follow-up & pre-screening phone calls. Maintain a relationship w/Outreach Coordinator & other staff members. Obtain case status & case problem info for advocacy purposes. Assess advocacy needs from clients over the phone. Research/obtain familiarity w/current bills in State Legislature & Congress. Research Congressmen & understand their stance on important legislation affecting nutritional programs. Assist the advocate in advocacy /legislative efforts. Attend a 3hr training & 3 on-going training/meetings in order to continue to learn about the program & develop outreach skills. To apply: Email your resume, cover letter (detailing how our exp. Relates to the responsibilities/duties, along w/dates of availability. No phone calls.

Job ID	Position	City
22660	**MENTORING PRGM VOLUNTEER**	**San Diego**

Candidate must have excellent written/oral communication skills, be computer literate w/an emphasis in MS Office programs, have great attention to detail & able to protect the confidentiality of our clients & volunteers. Volunteer must pass a background check. Reqd skills: Excellent relational assessment skill. Verbal/written communication skills reflect solid customer service. High-level interviewing skills; ability to: form appropriate assessment-based relationships; relate well in multicultural environments; maintain confidentiality throughout daily operations; effectively collaborate w/other volunteer match staff; use time effectively & focus on details. Ability to collect meaningful data & draw solid conclusions. Must be able to obtain transportation to get to meetings throughout the county. Bilingual proficiency in Spanish is preferred. Summary: the primary function of this position is to ensure that children are appropriately enrolled & matched while executing a high degree of independent judgment when utilizing our standards & practices. Other duties as assigned. Apply online. A resume is reqd.

23037	**VOLUNTEER-MUSIC TUTOR**	**San Diego**

Piano, Vocal, Beginning Theory for Youth & Children. Typical responsibilities: planning/preparing lessons in relation to individual pupils' needs, acquiring appropriate teaching materials/resources, teaching music theory, aural skills & practical techniques to pupils, motivating & encouraging progress, working w/academic staff and/or parents, arranging recitals/concerts for pupils' families & friends. Because many people take music lessons as a hobby in their spare time, the job commonly requires working evenings & weekends. May eventually turn into paid position. Qualifications/training reqd: It's necessary to have excellent musical performance & teaching skills. Previous voluntary teaching exper can be beneficial when initially promoting you. How to apply: please call.

Job ID	Position	City
23062	**YOUTH DEVELOPMENT VOLUNTEER**	**Chula Vista**

SWC STUDENTS- do you have a "Passion to Help Youth & Patience to work w/Teens & be a mentor for youth". Mon-Sat. 1-20hrs. Afternoon/Evening shifts. Participate in a semester long work exp prgm where you will work in a leadership capacity w/Youth ages 12-17 in a variety of capacities including: tutor, sports coach, mentor & role model. Commit to working a min of 10hrs/wk & participate in comprehensive professional devlp training in order to advance their career. Req skills: Passion to serve, willingness to grow & dependability are reqd.This is designed to give Young Professionals the opportunity to gain valuable work exp. & training with a proven leader in the Youth Services Industry. Participants will receive training in CPR/ First Aid, Risk Management, Leadership Development, Youth Programming & Professional Development. Additional Info: Commitment to our Core values, Code of Conduct and willingness to be a leader/ role model for youth. How to apply: Call or apply in person

23271	**VOLUNTEERING SERVICES DEDICATED T**	**Chula Vista**

Active men/women age 15 and older may make a commitment to volunteer at least 3-4hrs/wk. Our volunteers include students, homemakers, part-time workers, retired persons & seniors. Volunteers may have unique opportunities to work in the emergency department, intensive care, surgery & other units. After an initial interview & health screening, volunteers are assigned to the area of their choice & attend a site orientation. Our mission is to promote continuous improvement in the health & well-being of patients & the community. Volunteers receive the following: Annual volunteer appreciation celebration, fitness center, free parking, invitations to special events and wellness program, including immunizations. To find how you can make a difference contact our volunteer office.

23304	**VOLUNTEERS**	**San Diego**

We are a non-profit health agency dedicated to reducing the number of burn injuries and deaths in San Diego through fire and burn prevention education, burn care research and treatment, and burn survivor support services. Volunteer Needs: Assist with smoke alarm installations, special events, community events, community outreach and office support. Volunteers are Needed Within: Monday-Friday, 8:00 a.m. - 5:00 p.m. Some Saturday, hours will vary. Special Requirements: Bilingual preferred but not required. E-mail or call.

Job ID	Position	City
23305	**LIBRARY HELPERS/VOLUNTEERS**	**Chula Vista**

We are comprised of three dynamic state-of-the-art libraries delivering information, books in English and Spanish, videos and CD's, and community programming to City residents. The community's family room where reading and learning are encouraged and celebrated. The three library branches are the Civic Center Branch, South Chula Vista Branch and Eastlake Branch. Volunteer Needs: Need volunteers to help in the Children's Department with story time, arts and crafts, puppets, helping children with computers and more. Also, need assistance in the Tutoring/ Computer Lab, math tutoring in basic algebra to children and young adults, with clerical tasks in the Technical Services Department and shelving in the Access Service Department. Volunteers are Needed Within: Hours vary based on hours of each location. Weekend and evening hours available. Special Requirements: Background check. Call or email

23313	**THEATRICAL VOLUNTEERS**	**San Diego**

We engage 30,000 people a year via its current programming that include the Annual San Diego Latino Film Festival, Teen Producers Project & Digital Story Station. Additional programming includes year-round film exhibition, youth media camps, film maker & citizen journalist workshops & networking events and more. Volunteers Needs: Volunteers can participate in the SD Latino Film Festival & assist w/guest services, festival sponsorship, event coordination, theatre management, ticket sales, media/pr, merchandising & entertainment. Other needs include assistance in computer lab, graphic artists/ designers, administrative help, data entry, newsletter editor, video production assistant & membership development. Volunteers are Needed Within: Opportunities are flexible and available 5-7dys/wk depending on the need/event. Special Reqts: Bilingual a plus, organized, self-starter, independent, ability to work on both MAC & PC; ability to work w/MS Word & Excel. Call or e-mail.

Job ID	Position	City
23317	**WILDLIFE VOLUNTEERS**	**San Diego**

Foster the protection/apperception of birds, other wildlife & their habitats through study/education & to advocate for a cleaner, healthier environment. Provide opportunities to experience the beauty & wonder of the avian world w/over 50 free birding field trips every year. We protect wildlife & their habitat in SD County for all to enjoy. Volunteer Needs: Students who are enthusiastic about conservation science, environmental education & communications to help us on projects defined specifically for their talents, interests & abilities. Projects may include: habitat improvement projects; vegetation studies of California Least Tern nesting cities; development of educational activates in the subject of birds, birds conservation wetland & SD habitats; development on brochures, flyers, web site content, or other communications materials that can be used to tell our story & promote organization. Volunteers are Needed Within: Mon-Fri, 9am.-5pm. Students may be able to complete some project tasks during weekend and evening hours. Minimum is 15hrs. Call or e-mail.

23397	**Trauma Intervention Prgm Volunteer**	**Carlsbad**

We are a non-profit, volunteer organization of specially trained citizen volunteers who provide immediate emotional and practical support to victims and their families in the first few hours following a tragedy. The volunteer is called in by emergency services personnel. The volunteer will respond w/minutes & after a quick briefing, will provide immediate & temp support until the persons involved in the crisis are able to depend on other family members, friends, neighbors, or others. The volunteers are available 24hrs/dy, 365dys/yr to assist police officers, firefighters, paramedics & hospital personnel. If you think you'd like to be a volunteer, we'd like to speak to you. Call us or visit our website for more information. Thank you for your interest.

23413	**VOLUNTEER**	**National City**

We encourage and support volunteerism. Volunteering provides an opportunity for dedicated individuals to serve their community. Whether you are someone interested sharing years of knowledge, skills and abilities gained in the workforce or someone new to the job market seeking an opportunity to gain experience, National City has volunteer opportunities for you. Individuals seeking community and service hour credits for school or other community group projects are welcome. Duties vary depending on experience and nature of assignment. To volunteer, applicants must be 15-1/2 years or older. Parental permission is required. All potential volunteers must complete a background check. Some volunteers may be required to be fingerprinted, dependent on the nature of the assignment. How to apply: please visit us online.

Job ID	Position	City
23415	**GENERAL OFFICE VOLUNTEERS**	**San Diego**

Possible projects include but are not limited to: mass mailings, packet assembling, light computer projects, event materials and basic office work. Office hours: Monday through Friday 9-5pm. Please call or email for more information.

23416	**WRITING VOLUNTEERS**	**San Diego**

Responsible for story writing & development. The chapter communications department will distribute writing assignments and will follow up to ensure completion within the assigned time frame. Writing assignments will include stories for various chapter publications as needed, including but not limited to the chapter website. Skills required: Good oral communication skills-some telephone or in-person interviews may be needed in order to complete stories. Some knowledge of multiple sclerosis. Knowledgeable about the chapter's programs, services and fundraising events or willingness to learn. Writing experience preferred. Great opportunity for portfolio building. Please call or email for more information.

23696	**VOLUNTEER LITERACY TUTOR**	**National City**

Literacy Services provides the tutor with learner assessments and evaluations; materials for use during tutoring sessions; and reference assistance from literacy services staff. SCHEDULE: 2 to 3 hours per week for six months. Minimum Qualifications: Graduation from high school or GED. Must be at least 18 years of age at time of application. Tutoring or teaching experience is highly desirable. Abilitiy to: Communicate clearly and effectively, both orally and in writing; establish and maintain effective working relations with all levels of staff and the general public. For information on qualification/requirements and to apply please visit our website.

23848	**SECURITY GUARD**	**San Diego**

Fridays.Work Schedule: 1st Shift-8:30am-12pm, 2nd Shift-12:30-4:30pm. Job Duties: Patrol premises/property to ensure safety & provide a secure environment for residents, guests, employees, volunteers, clients, and the Village property. Enforce all rules/regulations set forth for the operation of the Village Hlth Cntr. Reqd Skills: Must be enrolled in the Police Academy at Southwestern College. Min Edu/Exp: CA Guard Card & 1yr exp in security or will consider military exp. To Apply: email resume. We reserve the right to revise or change job duties & responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Job ID	Position	City
23964	**CHULA VISTA CAST PRGM**	**Chula Vista**

If you have ever thought about serving your community as a volunteer, consider joining the CAST program. Chula Vista's CAST - Citizen's Adversity Support Team – consists of volunteers trained to provide families of trauma victims with compassionate, supportive assistance. Volunteers, on call 24hrs a day, every day of the year, are trained by professionals including police officers, firefighters, psychologists & emergency room staff. First responders summon CAST to a variety of emergency calls – serious motor vehicle accidents, murders, domestic violence, shootings & fires. The next training session begins in Jan & runs through mid-April 2014. For more info visit our website. To request an application please email us.

24046	**ASSISTANT TEACHING ARTIST**	**National City**

HRS/DAYS: MONDAY-SATURDAY JOB DUTIES: Assist lead artist w/art instruction. REQ SKILLS: We are looking for volunteers dedicated to the mission of providing positive experiences for children & youth facing challenges through the creative arts. We encourage volunteers who can commit to quartely schedules & who are willing to work/have a background working with youth facing challenges, such as: Low income & homeless youth. Youth struggling with mental health illnesses. Youth w/ solcial, emotional & behavioral challenges. Youth with parents in the military. HOW TO APPLY:Email, Call

24047	**COMMUNITY LIAISONS**	**National City**

HRS/DAYS: MONDAY-SATURDAY JOB DUTIES:Helps at the main desk, greets parents & visitors REQ SKILLS: Seeking volunteers dedicated to the mission of providing positive experiences for children & youth facing challenges through the creative arts. We encourage volunteers who can commit to quartely schedules & who are willing to work/have a background working with youth facing challenges, such as: Low income & homeless youth. Youth struggling with mental health illnesses. Youth w/ solcial, emotional & behavioral challenges. Youth with parents in the military. HOW TO APPLY:Email, Call

24048	**COMMUNITY PROJECT**	**National City**

HRS/DAYS: Mon-Sat. Seeking volunteers dedicated to the mission of providing positive experiences for children & youth facing social, emotional and behavioral challenges through the creative arts. We encourage volunteers who can commit to quartely schedules & who are willing to work/have a background working with youth facing challenges. HOW TO APPLY: Email, Call

Job ID	Position	City
24419	**GARDEN ASSISTANT**	**San Diego**

5 hours per week. Tuesday, Wednesday, Thursday, Friday and Saturday. Best if schedule shifts Tuesday-Thursday mornings, and occasional Saturday mornings. Sunday opportunities are once/month only. Duties: Gardener Assistants are supervised by JFG gardeners. They will assist the gardeners to clean up the Garden, water the plants, or various duties under the gardeners' supervision. Required Skills: Gardening knowledge is required. Reliable and punctual. Ability to work independently. Maintenance or other operational skills useful. To apply: e-mail resume.

25100 VOLUNTEER EXTRAORDINAIRE San Diego

Volunteers meet and greet parents and students and assist with light administrative duties while the Instructor/Coach teaches class. Volunteers are in the same room where classes are held so they may enjoy watching the youth participate in their class. Required Skills: Big heart, warm, honest, trustworthy, passionate about children and their community. Candidates must be available for one or more evenings a week or Saturday mornings, have reliable transportation, valid driver's license and insurance, and pass a background check. Champion Youth has been offering affordable, recreation programs to youth since 1986. We provide weekly classes of cheer, dance, self-defense, basketball, art and soccer, either during weekday evenings or Saturday mornings. Our programs provide a positive, social and energizing environment! How to Apply: Call for Appointment, Apply On-line or Email Resume.

25145 Volunteer tutor San Diego

Duties: As little as one afternoon per week, Tuesday, Wednesday or Thursday from 3pm to 6pm, will ensure that our struggling middle school students get help with English and math.
The Homework Center is located on South 41st Street in the Mid- City region of San Diego and is equipped with new computers as well as snacks for the students and their tutors (you!). Knowledge of middle school English and Math 9algebra) is desired. Additional Information: We are federally funded and do require back ground checks but we pay for that.The only other requirement is that you have a fairly recent (within the last year) TB test. If you are interested, please fill out the volunteer application on the volunteer page of our website or e mail me to obtain an application (ekent@neighborhoodhouse.org)

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25219	**Food Distribution Center**	**Chula Vista**

Work Schedule: Friday and Saturday. Duties: Set up and break down event, bagging in food pantry, intakes and registration, line control, and parking lot attendant. Additional Information: Training will be provided for all areas. How to Apply: Call for Appointment.

25221	**Admin/Data Entry**	**Chula Vista**

Work Schedule: Monday- Friday. Duties: Covering front desk, answering phones, scheduling intake appointments, completing intakes, recording attendance/data entry, filing and other office projects. Additional Information: Training will be provided for this position. How to Apply: Call for Appointment or Email Resume.

25223	**Co-Facilitor**	**Chula Vista**

Work Schedule: Monday- Friday. Co-facilitating youth and adult groups for the following programs: Anger Management, Substance Abuse, Anti-Theft, Anti-Graffiti, Teen Pregnancy Prevention, Youth Empowerment, Gang Awareness and Parenting classes. Additional Information: Training will be provided for Co-facilitators. How to Apply: Call for Appointment or Email Resume.

25445	**INTERNS**	**San Diego**

Interning is a great way to gain valuable job experience in the non-profit field while at the same time helping to create a more compassionate world for animals. As an intern, you will be involved in a wide variety of projects, including: Raising awareness by leafleting, tabling at festivals and concert venues, and distributing informational literature around the city. Working with restaurants and cafes to add new vegan items to their menus. Helping to organize, promote and execute special events. Promoting and planning our Humane Education presentations. Interning at The Humane League ranges from grassroots activity to corporate outreach, and requires your dedication and hard work. All interns must be available for at least one month, ranging from 10 to 40 hours a week. Although our internships are unpaid, we promote practical application of academic concepts in real-world, professional settings. Required Skills: Applicants should be passionate and reliable. Apply online.

Job ID	Position	City
25510	**FRONT DESK SUPPORT VOLUNTEER**	**San Diego**

CCS Summary: Since 1969, Center for Community Solutions (CCS) has been creating safe and healthy communities with a core emphasis on the prevention and intervention of sexual assault and relationship violence. Our mission is to end relationship and sexual violence by being a catalyst for caring communities and social justice. Position Summary: Provide support at the front desk of the Center for Community Solutions Pacific Beach office. Volunteer Job Functions: Greet clients, staff, volunteers and other visitors. Respond and transfer calls. Provide general information about CCS services to callers and visitors. Complete clerical tasks (copies, scans, faxes etc). Provide support with various administrative projects as needed. Required Skills: Excellent organizational & interpersonal skills/written & oral communication skills. Ability to work autonomously.

25511	**ARABIC SPEAKING DOMESTIC VIOLENCE**	**San Diego**

CCS Summary: Since 1969, Center for Community Solutions (CCS) has been creating safe and healthy communities with a core emphasis on the prevention and intervention of sexual assault and relationship violence. Our mission is to end relationship and sexual violence by being a catalyst for caring communities and social justice. Position Summary: Provide advocacy services to clients affected by relationship violence and assist CCS staff domestic violence victim advocates with various tasks. Volunteer Job Functions: Provide court accompaniment & information & referrals. Conduct safety planning and needs assessment. Perform crisis intervention as needed. Complete various tasks to support Domestic Violence Victim Advocacy Services staff. Required Skills: Excellent organizational and communication skills. Ability to work on multiple tasks with minimal supervision & with people of diverse backgrounds. Great communication skills. Additional Information: Hours are done during business hours at the CCS El Cajon office. Training is provided. A livescan clearance and drug test are required and paid for by CCS. EOE

Job ID	Position	City
25512	**SPANISH SPEAKING DOMESTIC VIOLENCE**	**San Diego**

CCS Summary: Since 1969, Center for Community Solutions (CCS) has been creating safe and healthy communities with a core emphasis on the prevention and intervention of sexual assault and relationship violence. Our mission is to end relationship and sexual violence by being a catalyst for caring communities and social justice. Position Summary: Provide advocacy services to clients affected by relationship violence and assist CCS staff domestic violence victim advocates with various tasks. Volunteer Job Functions: Provide court accompaniment & information & referrals. Conduct safety planning and needs assessment. Perform crisis intervention as needed. Complete various tasks to support Domestic Violence Victim Advocacy Services staff. Required Skills: Excellent organizational and communication skills. Ability to work on multiple tasks with minimal supervision & with people of diverse backgrounds. Great communication skills. Additional Information: Hours are done during business hours at the CCS El Cajon office. Training is provided. A livescan clearance and drug test are required and paid for by CCS. EOE

25625	**SOCIAL MEDIA INTERN**	**San Diego**

Intern will work mostly remotely or possibly in our Downtown San Diego ticket center. Position: Part-time, Unpaid- but can get you tickets to many performing arts events. We are a group of fun, positive people who are looking for a creative, savvy and flexible intern to join our team and assist us in marketing our services.Responsibilities:Develop and implement marketing plan, online marketing and advertising campaigns. Expand and maintain social media outreach. Draft and distribute press releases. Assist with copy-writing. Participate in community events. Requirements: Current college student or graduate majoring in Marketing or Communications. Possesses outgoing personality, articulate with great communication skills, positive can-do attitude and takes initiative, skills in writing, presentation, and interpersonal relations, Demonstrates tech savvy and competence in all social media platforms, Will bring new ideas, future focus, and creative interpretations and strategies to assist in generating and executing a cohesive marketing plan, **Not a requirement but would prefer a candidate to be proficient in MS Excel, familiarity with Adobe Illustrator or InDesign, Photoshop. How to apply: Please send a cover letter via email.

Job ID	Position	City
25725	**NATURE TOUR GUIDES**	**El Cajon**

Share your love for the outdoors and teach kids in nature! We are seeking talented individuals to conduct fieldtrip tours as part of Ms. Smarty-Plants Fieldtrips at The Water Conservation Garden and assist in classroom related responsibilities. As an intern you will work closely with the Education Department to learn teaching techniques from award-winning Education Director, Pam Meisner aka Ms. Smarty-Plants, and help inspire young people to care for the planet. Duties and Responsibilities Train with the Education Specialist to learn The Garden paths and standard tour. Lead morning school tours through The Garden with a focus on experiential learning. Provide support for fieldtrips including: planting activity, recycling lesson, setup, & prepping materials. Interact with students, teachers, & parents in a manner that is positive, upbeat & friendly. Distribute and collect evaluation forms from each onsite teacher. Required Skills: What We Require: Positive and upbeat with a good sense of humor and play. Strong communication skills. Responsible and self-sufficient. Good report with children. Ability to oversee classroom behavior (included in training). Team-oriented. Additional Information: This internship is unpaid and provides training and career development in a professional environment with the Education Department. Minimum of two tours per month. Availability select weekday mornings. Position can start immediately. To apply please submit application by email.