



Job Title: Environmental Education Coordinator

Location: Park City, UT

Reports to: Director of Education

Position Description:

Recycle Utah is offering a paid internship (\$19/hour) to support our environmental education program. Park City Conservation Association dba Recycle Utah is a 501(c)3 nonprofit organization. Our mission is to engage the community in practicing resource conservation through recycling services, education, outreach, and advocacy. We are a trusted partner in sustainability in Summit County.

The Education Intern reports to the Education Director, and is tasked with educating the community about conservation and sustainability. This is done by working in local schools (primarily K-5) and presenting developed lesson plans at large assemblies and in smaller classrooms, as well as summer camps. This position is also responsible for supporting the education of adults in the business community or other venues as appropriate.

We recycle over 45 different items and educate over 5,000 elementary students annually. We also support the Green Business program with local partners, and host 6 Green Drinks per year among many other educational events targeted towards adults in our community.

Student Education:

- Present in classrooms, at assemblies, and at other functions as appropriate
- Develop and update lesson plans, develop new materials as necessary
- Support existing relationships with schools and school personnel to ensure Park City Conservation Association is always welcome
- Overall foster a sense of environmental education and sustainable necessity in all children throughout the school system

Adult and Community Education:

- Outreach to local businesses about the Green Business program
- Support tracking and maintenance of the Green Business program as assigned by program partners
- Assist Latinx Outreach team with events and programs.
- Support Recycle Utah's communications efforts including writing, (grants, news articles, blogs etc.) supporting events, and more as directed.
- Help in Center operations, warehouse sales and front office as needed

Required Knowledge, Skills, and Abilities:

- Broad knowledge and experience in public speaking and education
- Above average skills in working with diverse populations
- Excellent skills in developing educational programs

- Demonstrated ability to follow lesson plans
- Demonstrated ability to adapt to various locations, students, and teachers
- General knowledge of classroom management
- Other duties as assigned

Education and Experience:

- Must be 18 or older
- Degree or equivalent experience: none required
- Years of experience: 1 – 3
- Must have a valid driver's license and reliable transportation.
- Must be self-motivated, responsible, and energetic
- Knowledge of Spanish is helpful, though not necessary

Physical Demands:

Travel to offsite meetings and educational events involving long periods of standing and talking. Regular work in office environment. Be available and physically able to assist at events if necessary. Occasional heavy lifting or cleaning at center.

Work Environment:

Fast paced, active, high energy, busy recycling center. Summit County classrooms as assigned.

Compensation:

\$19/hour; 10-25 hours/week from August until June annually with an opportunity to extend into the summer months if both parties are interested. Hours are flexible.

How to Apply:

Send a resume and letter of interest detailing your qualifications to director@recycleutah.org.