

Notes:

- this should be posted on SMC, UCSF, Craigs List, Summer Internship web pages, etc.
 - there also should be an “opportunities” tab on the MofT page that lists open jobs, internships, volunteering, and links to Forms to apply to teach a class, and sell a product in the store

Intern Job posting:

Matter of Trust is hiring a Summer intern to help run camps for kids and assist with the environmental education program.

-matteroftrust.org (check out the LEAF and Sprouts camps!)

Job description:

Our summer intern will be working before and after the camp to help teachers and staff prepare and collect class materials. The job also will include administrative assistance such as assisting with registration and following up with field-trip reservations. While the teachers will be directing the days and leading the students the interns will be with the kids most of the day and in charge of leading activities in the morning and evening care programs. Additional skills that would be very useful would be: education, environmental science, community organizing, event planing, display/marketing, google docs, photo shop, excel , databasing.

Qualities we are looking for:

- Willingness to listen to others ideas
- “Do’er” identify what needs to be done and do it
- Creative problem solving
- Patience
- Hard working
- Friendly/Outgoing especially with kids

When:

- Candidates may start as early as April 1st working once a week through late May.
- Candidates may start as late as May 20th working 5 days a week with a minimum of 25 hours a week.
- When camp is in session the working hours will be from 8am to 5:30pm.
- The internship ends August 2nd
- The internship may be extended or the candidate may be asked to return for a job placement if Matter of Trust is a good fit.

Pay:

- Stipend \$_____for April - May
- Stipend \$_____for May - August

Applying:

If you are interested in our program please email your CV or resume with a cover letter to eliot@matteroftrust.org. In the cover letter please explain why Matter of Trust would be a good fit for you and how you are currently, in what ever way, active in the environmental movement.

Please note:

We recognize that this job description calls for a wide range of experience, skills, and qualities. We do not expect one individual to fill all these needs but are looking for an intern that will be able to best fit and contribute to our team by bringing their strengths to the table. We are open to any applicant above the age of 18, applicants must have a valid drivers license and be physically able to lift approximately 70 pounds.