



NOLS WILDERNESS MEDICINE
NC OFFICE OF EMS
LEAVE NO TRACE CENTER FOR OUTDOOR ETHICS
AMERICAN CANOE ASSOCIATION
STARFISH AQUATICS INSTITUTE
AMERICAN SAFETY & HEALTH INSTITUTE

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Landmark Learning Internship Summer 2020

POSITION: Program Intern

SUPERVISOR: Executive Director

DATES: May 2020 to August 2020. (May 13- August 2, 2020 preferred)
Monday thru Friday 8-5 with variable weekend and night work.

OBJECTIVES: The program intern will assist program staff and instructors in organizing pre- and post-course support. Interns will be given the opportunity to shadow and observe the roles of directors, staff, and instructors in a manner which is inclusive and beneficial to their education, gathering a wholesome knowledge of risk management, experiential education, teaching skills, and program skills and coordination.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Assist with the packing, transportation and return of equipment and supplies.
- Assist with the maintenance and repair of equipment as needed.
- Provide social media posts on various platforms.
- Supervise/Assist students arriving for courses.
- Assist with a variety of office administration tasks.
- Shadow instructors on courses, gaining familiarization with different course types.
- Assist lead instructors with course practical work.
- Transport necessary equipment and supplies to offsite courses.
- Assist with student service oriented facility projects.
- Other duties as assigned.

LEARNING OBJECTIVES AND RESPONSIBILITIES:

- Create social media posts scheduled weekly.
- Design and construct new educational resources for students.
- Develop a budget per student services project.
- Support coursework in selected courses.
- Update off-site risk management documents and access plan for faculty in the field.

JOB QUALIFICATIONS:

- Experience leading outdoor trips with risk management responsibilities.
- Wilderness First Responder required, Wilderness EMT preferred.
- Experience with EMS, Ski Patrol, and/or Search and Rescue preferred.
- Lifeguard experience is preferred.
- Wilderness rescue certifications are preferred.
- Experience with social media marketing.
- Landmark Learning course graduate preferred.

ADDITIONAL QUALITIES:

- Able to work variable and non-traditional schedules.
- Able to accept guidance and supervision.
- Able work independently on projects.

COMPENSATION:

- Interns are provided a weekly food stipend with full kitchen.
- Housing on campus is provided as needed.
- Interns can attend a Landmark Learning course at faculty discount rate of 50% post internship.

Please send resume and letter of intent to:

Justin Padgett, Executive Director
jsp@landmarklearning.edu
PO Box 1888 Cullowhee, NC 28723

Application deadline is March 31, 2020