

National Audubon Society Seasonal Position Description

JD Version Date (last revision date):	7/30/2025
TITLE:	Early Education Intern
GL Code (Confirm with Finance)	1-114-4200-30-COMOTH
REPORTS TO (Title Only):	Education Manager
FLSA STATUS:	Non-Exempt
UNION AFFILIATION:	Non-union
JOB FAMILY/SUB-FAMILY:	Network / Education
LEVEL:	n/a
LOCATION:	Green Mountain Audubon Center/ Audubon Vermont
WD JOB PROFILE (P&C ONLY):	

Position Summary: The Early Education Intern (EEI) will spend Mondays, Wednesdays, and Fridays working with Audubon’s youngest members. At Audubon Vermont we believe Nature can be one of the best teachers and find the balance between being a “teacher out front” and a “guide on the side”. We are looking for an intern who is interested in learning and practicing their skills as an educator in a supportive environment. We encourage folks to apply who have limited experience but are passionate about educating young children.

Our Forest Classroom and Forest Playschool programs have become staples of our curriculum. Children spend their entire time with us outdoors, exploring trails, forests, rivers, and ponds. We are outside in all weather conditions, from snow to rain to abundant sunshine.

- Length of Assignment: Fall Semester 2025 [September 5- December 15, 2025]
- Hours: 20 hours/week
- Location: This role is on-site at Audubon Vermont, Huntington, Vermont
- Compensation: \$19

Intern Responsibilities and Learning Objectives:

During the internship, you will work with the education staff to:

- Help facilitate each program from set up before kids arrive through clean-up and debrief. You will learn from our Senior Educator while working directly with children ages 3-5 and count towards staff ratio for Forest Playschool and Forest Classroom as the assistant teacher.
- We expect interns to actively engage with students by sitting in the dirt and playing in the snow. We are outdoors for 90% of the day, every day, in all weather conditions.
- Be a pleasant, reliable, caring adult in the life of children in our care, as well as to their caregivers. We also expect our intern to speak comfortably, but professionally, with adults about the program.
- Contribute at least 1 article to our website.

- Assist with Audubon staff to ensure that equity, diversity, inclusion and belonging principles are incorporated and followed in all aspects of our work.

Internship Benefits

Interns will gain experience and knowledge in the following:

- Approximately 225 hours of direct, hands-on experience with preschool and elementary-aged students.
- Learn from experienced educators with years of experience, who will serve as your mentors.
- Practice creating lesson plans.
- Gain familiarity with practices of nature-based preschools.
- Potential for professional development with our education team.

Intern Schedule:

- Our preferred candidates will be available for our full program season from September 8th-December 12th.
- Mondays 8:15 am- 3:15pm
- Wednesdays and Fridays 8:15am – 2:15 pm

Projected Start Date/End Date:

September 5- December 15, 2025

Qualifications and Experience:

- Proven interest in working with children, demonstrated through coursework, volunteering, babysitting, or formal work experience.
- Passion for nature and the outdoors.
- Current student or recent graduate.
- Up-to-date pediatric and adult CPR certification preferred.
- Commitment to Audubon's organizational values of care, collaboration, change, integrity, impact, and innovation.
- Demonstrated personal and professional commitment to and experience in advancing equity, diversity, inclusion, and belonging.

EEO Statement

We are an equal opportunity employer and do not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected characteristic outlined by federal, state, or local laws. We are committed to providing an inclusive and accessible hiring process for all candidates.

Employee Acknowledgement

I have received and understand the requirements, essential functions, and duties of this position.

Employee_____ Date_____