

# COASTAL EDUCATION AND LEADERSHIP PROGRAM

## HIGH SCHOOL INTERNSHIP

### SUMMER 2023

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A nine-week Coastal Education and Leadership Internship for rising high school juniors & seniors  
Internship Dates: Monday, June 11 through Friday, August 11  
Stipend: \$500

Do you love the ocean and the outdoors? Do you have an interest in studying wild and diverse ecosystems? Do you dream of one day working as a Marine Biologist, Environmental Scientist, or Environmental Educator? Get ready for the summer adventure of a lifetime! The Chincoteague Bay Field Station is excited to offer a Coastal Education and Leadership Program for rising High School Juniors & Seniors. This internship allows students to gain experience in an Environmental Education program while participating in unique enrichment activities.

We are looking for 4 rising high school juniors or seniors with an interest in education, biology or science. Students must have a strong academic profile and be interested in an opportunity to work in an outdoor environmental education setting. Interns will spend a lot of time outdoors in marine environments. Students who are enthusiastic and outgoing, can work easily with others and are organized, with good attention to detail will be the best fit for this internship.

For 9 weeks students will live, work and play on the main campus of the Chincoteague Bay Field Station, located in Wallops Island, VA, just minutes from the islands of Chincoteague and Assateague. This internship includes two main components: programs and enrichment. Students will work alongside program staff to provide environmental education programs and summer camp activities; periodically attend college level courses; and explore the exciting marine habitats of Virginia's Eastern Shore. This program is a wonderful opportunity to enhance and develop self-confidence, self-awareness, communication skills, and personal leadership style. The internship is a unique opportunity for students to gain job experience, to learn about the exciting field of Marine Science Education and to make new friends. Students will gain work experience that they may then apply in their junior or senior year in high school and beyond.

#### APPLICANT QUALIFICATIONS/REQUIREMENTS

- Ability to work as a team, energetic & open to learning
- Strong interest in Science, Education, or Marine Bio
- Experience working with kids is a plus but not necessary
- This position requires applicants to be able to lift 30 lbs, walk distances of 1 mile at time and climb stairs

#### APPLICATION REQUIREMENTS

- Completed application form
- Cover letter explaining why you would like to be an intern at the Chincoteague Bay Field Station, what you can bring to CBFS as an intern, and what you hope to gain from this internship
- Three references, including email address and phone number. At least one reference should be from a teacher. References should not be family members.
- Digital copy of your high school transcript
- **Interns must be at least 16 years old by the first day of the internship**

#### INTERNSHIP PAY & COST

- \$500 stipend plus room + board
- Interns are responsible for their travel to and from the program at the beginning and end of the summer.
- Interns are responsible for personal spending money during the program (i.e. coin operated laundry, all meals off campus during field trips, movies, etc.)

#### HOW TO APPLY:

Applications are available on CBFS's website on the "Internships" page. If you have any questions, please contact:

Anne Self  
Education Director  
Chincoteague Bay Field Station  
educationdirector@cbfieldstation.org  
757-824-5636 x110

**Applications accepted on a rolling basis until all positions are filled. Interviews will begin the week of January 30.**

# ADDITIONAL INTERNSHIP INFORMATION

## INTERN WEEKLY SCHEDULE

This 9-week internship has two primary components: programs and enrichment activities. Both of these components are designed to give interns a wide variety of experiences to help build their resume and broaden their horizons. The majority of intern time will be devoted to working with summer education programs and summer camps. CELP interns will work alongside field station educators to provide summer programming for a variety of program participants. The rest of the time will either be off-time or dedicated to enrichment activities, which will happen periodically throughout the summer.

### Programs

Working with programs is the main part of the internship. CELP interns will work alongside program staff throughout the week to provide environmental education, summer camp and community programs. Intern program duties will include summer program assistance, office duties, common room supervision and other program related duties. Interns will work with program participants that range in age from 4 to 80 years old. Interns will work primarily with Intergenerational summer camps, in which grandparents can bring their grandchildren for a week of fun at CBFS! Program responsibilities include but are not limited to:

- Help in all aspects of summer programming, especially behind the scenes!
- Work closely with the Education Director, Program Coordinator, Assistant Program Coordinator, and Educators to complete various administrative duties to help camp operations run smoothly.
- Help set-up, clean-up, and participate in program activities; program sign-in and out processes; opening and closing meetings; and provide fun activities during down times.
- Support Educators in art, science, or outdoor activities and throughout the day.
- Support campers during practice for the Talent Show and MC the Talent Show itself
- Supervising Campers in the Lounge Area Daily (playing games with them, scheduling activities, etc.)
- Collaborate and cooperate with fellow staff members to provide an unforgettable program experience for summer program participants.
- Attend weekly staff meetings

Interns will be given a balanced schedule of office time, off hours, and field program hours.

### Enrichment

There are many unique and rich experiences available to CELP interns on the Eastern Shore. Interns will be given to opportunity to participate in a variety of activities designed to broaden horizons and spark scientific curiosity. While these enrichment trips and activities are encouraged, they are not required. Some of these activities will include:

- Guided kayak tours of the surrounding waterways
- Participation in boat trips on our research vessels
- Opportunities to sit in on college classes and labs
- Opportunities to assist with other areas of programming, such as community outreach
- Day trips to the Salisbury Zoo, Delmarva Discovery Center, and other local attractions
- Day trips to the Ocean City Boardwalk

### **If you have any questions please email or call**

Anne Self

Education Director

Chincoteague Bay Field Station

[educationdirector@cbfieldstation.org](mailto:educationdirector@cbfieldstation.org)

757-824-5636 x110

## **PROGRAM RULES AND REGULATIONS**

**PHOTO I.D.** - Interns are required to bring a photo I.D. (School I.D.'s are acceptable if under 18)

**MEALS** - Meals and Housing are provided free of charge for the duration of the program.

**HOUSING** –CELP Interns are housed in one suite-style dorm room, which may be co-ed depending on gender breakdown of interns. Interns are required to be in their dorm by the beginning of quiet hours at 10:00 pm. Each Intern will receive their own private bedroom. The bathrooms are shared with interns of the same sex. Housing has central A/C and heat and access to WiFi. Interns are expected to provide their own bedding and toiletries. Housing will be monitored by the CELP Assistant and senior staff, who will perform RA duty and regular rounds.

**SPENDING MONEY**- Interns will receive a \$500 stipend, dispersed in three installments throughout the internship. Interns need to bring spending money for personal expenses and special outings during the summer. We recommend \$50 to \$75 per week to cover coin operated laundry, off time expenses (movies, dinners out) and special intern field trip and outings.

**VISITORS** -Interns may have visitors on campus with prior permission from senior staff (Education Director, Program Coordinator, or Assistant Program Coordinator). We ask you to schedule visits when you have limited program responsibilities. Visitation cannot affect staff performance in anyway. Visitors are limited to day time visits and no visitor may spend the night on campus.

**PERSONAL BELONGINGS** -You will furnish all of your own personal belongings. A packing list will be mailed to you in May highlighting items to bring for the summer. Laundry can be washed on campus.

**HEALTH CARE** – Interns are required to be covered by their parent's Health Plan. Parents, or their health insurance, are financially responsible for any condition or emergency which may require off camp treatment, consultation, medication, or hospitalization. Interns are required to present current health insurance information **21 days prior** to the beginning of their internship.

**TRANSPORTATION** –Interns are responsible for their transportation to and from campus at the beginning and end of their internship. Interns can arrange to be picked up at the Salisbury Ocean City Wicomico Airport (SBY) or the Greyhound Stations in Oak Hall VA or Salisbury MD. Interns may drive vehicles to campus that may be used for personal use. Interns are not permitted to transport other interns without express permission from all parties and legal guardians involved. Interns may not drive any CBFS vehicles for personal transportation or for CBFS purposes. If not bringing a vehicle, CBFS will provide transportation for regular trips for groceries and other personal items.

**INTERNET AND TELEPHONE USAGE** – Internet is provided in the dorms and is expected to be appropriate. Cell phones are permitted during programming but should not distract or detract from the program or participants.

**SCHEDULE** - The Internship begins Monday, June 11<sup>th</sup> and ends Friday, August 11<sup>th</sup>. Interns have a very busy schedule. Interns work 4-5 days a week doing program work and have at least one day off for personal time or enrichment activities.

**TRAINING**- There is one week dedicated to training before programs begin. The internships will begin with orientation and safety instruction. Intern responsibility and independence will increase as interns learn more about programs and demonstrate ability and maturity.

**EVALUATIONS** -Each CELP Intern at the Chincoteague Bay Field Station has the trust and support of the administrative team. Interns are provided with support, advice, and an understanding ear. The system of evaluations is often informal and an ongoing daily process.

**CLOTHING**- In an effort to maintain visibility and respect from our clientele, interns will be expected to wear logo apparel that is provided by CBFS or other appropriate clothing.

- Pants/shorts should be appropriate for working with family groups (not too revealing, no sagging, etc)
- Clothing or accessories with inappropriate content (drugs or alcohol, offensive language, etc) are not permitted
- Interns may be asked to cover potentially offensive body artwork while on the job or representing CBFS.
- Nametags are provided and should be visible.
- If a staff member is working on projects that do not require interaction with program participants or the public, i.e. office work, field exploration, research, he/she may wear non-branded clothing as long as it reflects good judgment.

**DRUGS AND ALCOHOL** – CELP interns are not allowed to consume or use alcohol and drugs at any time during the term of their internship. Any interns found on possession of alcohol or drugs will be immediately dismissed. Interns may be asked to submit to a drug test at any time during their internship.

**SMOKING**- Interns are not allowed to smoke during their internship.

**PETS**- Interns are not allowed to bring pets.

**DANGEROUS ITEMS**- Weapons, fireworks, ammunition, knives over 3 inches and other dangerous items are not allowed.

**RESTRICTED AREAS** –CELP interns are not permitted in any of the restricted areas without permission from senior education staff. Restricted Areas include: the staff housing, college dorms, non-intern kitchen, maintenance. Interns are permitted to leave campus during their off time as long as they inform the Coastal Education and Leadership Program Assistant.

**RELATIONSHIPS** – CELP interns should become friends with staff, college students and program participants but never overstep the boundary of friendship to relationship and never engage in sexual or other inappropriate activity.

**PROGRAM PARTICIPANTS** – CELP interns should be considerate of program participants and work closely with them to provide the best program possible for their particular group. When discipline of a program participant minor is beyond intern control or is disturbing the intern's effectiveness, the intern should contact managerial staff for assistance. Interns will never use corporal or otherwise damaging punishment to a student. Program participants are not allowed in staff or intern housing. Interns should at no time be alone with a program participant.

**TERMINATION** – CBFS expects you to follow the rules and regulations. CBFS reserves the right to terminate your position if your conduct, physical condition, services, attitude or influence is deemed unsatisfactory or for any other reason or cause.

**PERSONAL CONDUCT**- As an integral member of the CBFS team, CELP interns are expected to accept certain responsibilities, adhere to acceptable and ethical business practices, exhibit a high degree of personal integrity, maintain high standards of performance and cooperation at work, and exhibit a professional and responsible manner at all times. Whether at work or away from work, an intern's conduct reflects on CBFS. The following infractions are grounds for termination.

- Unsatisfactory job performance; poor workmanship, quality or quantity of work; creating or contributing to unsafe or unsanitary conditions.
- Failure to cooperate and get along with co-workers or to comply with program procedures
- Use of abusive or threatening language or behavior.
- Engaging in horseplay, fighting, or disorderly conduct.
- Walking off the job or leaving the workplace during working hours without permission.
- Unexcused or excessive tardiness or absenteeism; irregular attendance; failure to report reason for absence to your supervisor.