

**BUSINESS SERVICES GROUP  
NORTH CAROLINA BAPTIST ASSEMBLY AT FORT CASWELL  
ENVIRONMENTAL STEWARDSHIP PROGRAM INTERNSHIP**

ENVIRONMENTAL STEWARDSHIP PROGRAM PURPOSE STATEMENT

Our purpose is to provide outdoor and hands-on experiences that encourage a deeper understanding of our natural resource heritage and environmental stewardship.

POSITION ASSIGNMENT

Position title: Environmental Stewardship Program Intern  
Organizational Unit: Guest Services

WORKING RELATIONSHIPS

Reports To: Environmental Stewardship Program Coordinator  
Guest Services Director

Schedule: Varies according to program and staff needs, including evenings

Work Area: Cape Fear Building and outdoor sites on 250 acre campus

- Job Functions:
- I. Personal Responsibilities
    - A. Self-motivated, able to take direction and successfully complete projects independently
    - B. Demonstrate positive teamwork skills and flexibility with changing schedules
    - C. Maintain clear verbal and written communication with team members
    - D. Able to work outdoors in a variety of weather conditions on land and in water, on boat and fishing docks, and in kayaks
    - E. Attend workshops available to enhance knowledge of environmental education and teaching skills
  - II. Program Responsibilities
    - A. Assist the Environmental Stewardship Program Coordinator in daily operations
    - B. Become familiar with lesson plans and equipment used for environmental education programs
    - C. Plan and develop environmental education activities and programs
    - D. Request supplies and equipment for program needs
    - E. Be a positive role model for students and maintain a positive attitude at all times throughout programs
    - F. Never leave a child alone or unsupervised
    - G. Practice proper safety procedures at all times and report safety concerns immediately
    - H. Take action on disciplinary problems according to Caswell policies and safety procedures
  - III. Facility Responsibilities
    - A. Oversee use of the Cape Fear Building, i.e. set up building for use, report maintenance requests and secure the building
    - B. Maintain program equipment through proper cleaning and storage after use
    - C. Maintain aquariums and develop nature displays in the Cape Fear Building
    - D. Keep office, work space and other shared common areas clean
    - E. Pick up recycling on campus