



# Aquatic Resources Education Program

## Intern

**Type of Recruitment:** Casual Seasonal (Summer Intern)

**Pay:** \$18.50 per hour

**Agency:** DNREC Division of Fish and Wildlife / Wildlife Section

**Employment Term:** Full-time / 12 Weeks

**Location(s):** DuPont Nature Center, 2992 Lighthouse Rd, Milford, DE 19963

Aquatic Resources Education Center, 2520 Lighthouse Rd, Smyrna, DE 19977

## Introduction

The **Delaware Department of Natural Resources and Environmental Control** protects and manages the state's natural resources, protects public health, provides outdoor recreational opportunities and educates Delawareans about the environment. The intern is part of the Division of Fish and Wildlife's Aquatic Resources Education Program, which includes the Aquatic Resources Education Center (AREC), focusing on wetlands, fishing and other aquatic education themes. It also includes the DuPont Nature Center (DNC) which is a science-based educational and interpretive facility with interactive exhibits designed to connect people with the Delaware Bay's natural history and ecology. For more information, visit the website at [dnrec.delaware.gov](http://dnrec.delaware.gov) and connect with @DelawareDNREC on [Facebook](#), [Instagram](#), X (formerly known as [Twitter](#)) or [LinkedIn](#).

## Summary Statement

The Aquatic Resources Education Program is searching for an individual with excellent organizational skills and communication skills, experience working with children and young adults such as via teaching, classroom assistance, or summer camp counselor experience. A background in aquatic or environmental education is preferred, and applicants should

have experience using basic computer programs (email, Microsoft Word, Publisher, PowerPoint, Excel).

The intern will start at DNC for the first 6 weeks and then will move to AREC for the last 6 weeks. Both positions will include work that may be performed outdoors under various weather conditions and assisting with the care and maintenance of aquariums and live aquatic species.

At AREC, the intern will present wetland environmental education material to fifth grade students at the Aquatic Resources Education Center, present youth fishing programs, set up equipment at start of programs and clean and put away equipment at the end of programs. This position will assist in developing and maintaining program materials, displays, equipment and other educational resources, and perform other tasks related to the preparation and presentation of field trip and fishing programs.

At DNC, the intern will develop, organize and facilitate interpretive programming for school/group field trips and public programs as well as interact with nature center visitors, assist with special events and develop educational information, print media, displays and exhibits.

Through this internship, the successful candidate will receive various benefits, including:

- Hands-on Experience – by providing an intern with the opportunity to gain practical, hands-on experience. This includes working directly with professionals, learning about various education programs related to aquatic education, and participating in outreach programs.
- Skill Development – by providing a platform for developing and honing a wide range of skills, including public speaking, communication, problem-solving, and project management. These skills are valuable in both academic and professional settings.
- Networking Opportunities – by offering a chance to network with professionals in the Aquatic Education field from state-government.

Building these connections can be instrumental in future career advancement and accessing job opportunities.

- **Resume Enhancement** – one can significantly enhance a resume as an internship with DNREC demonstrates practical experience, commitment to environmental stewardship, and a willingness to learn and contribute to important initiatives; and serve as a valuable steppingstone for launching a career in the Division of Fish and Wildlife or other environmental fields.
- **Contribution to Environmental Conservation** – by playing a role in supporting the program's mission of protecting and managing the state's natural resources, protecting public health, providing outdoor recreational opportunities and educating Delawareans about the environment.
- **Personal Growth** – by offering hands-on opportunities, interns often face new challenges and responsibilities, which can help them develop confidence, resilience, and adaptability.

Overall, interning with the Aquatic Resources Education Program can provide a rewarding experience offering valuable skills, knowledge, and connections that can benefit interns both personally and professionally.

## Job Duties

- Performs assignments with supervisor guidance and feedback
- Researches and develops new educational programs
- Modifies existing educational programs
- Prepares interpretive materials and educational resources
- Manages program participants with assistance from interns or other seasonal employees with limited supervision
- Presents educational programs and receives critical supervisor feedback as part of training and skill development
- Assists with special events and outreach activities

- May assist with drafting social media posts
- May assist in overseeing the work of volunteers
- Collects live animals and maintains exhibits designed for fish and other animals
- Assists with facility cleaning and organization
- Demonstrates responsibility, dependability, and good communication skills

## Job Requirements

Please attach a resume with your online application. Include a cover letter detailing your interest in the internship and how it aligns with your career goals.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Must be a current college student or recent college graduate.
- Two years of experience working with children and young adults such as teaching, classroom assistance, camp counselor.
- Background in aquatic or environmental education.
- One year experience in preparing environmental education field programs for youth.
- Completion of at least two years of applicable college/university course work.
- One year of experience using basic computer programs (email, Microsoft Word, Publisher, PowerPoint, Excel)
- Proficiency in demonstrating clear and effective written and verbal communication skills.
- Regard for and ability to follow State and Department policies, particularly safety.

## Additional Posting Information

- This position will have statewide responsibilities which requires travel throughout the State. The State of Delaware provides transportation services to State agencies.
- The position is flexible as to start date and is for a maximum 12-week term.
- The position will not exceed 37.5 hours per week with a regular schedule of 8:00 am – 4:00 pm with a 30-minute lunch.
- The intern must be able to manage multiple projects at once in a fast-paced, deadline-driven environment.
- The intern will work at the office located at 2992 Lighthouse Rd. Milford, DE 19963 for the first 6 weeks and then 2520 Lighthouse Rd. Smyrna, DE 19977 for the last 6 weeks.
- Casual/Seasonal Employees are not eligible for state plan benefits.

## Condition of Hire

As a condition of hire, applicants must possess a valid driver's license (not suspended, revoked or canceled, or disqualified from driving).

Applicants must be legally authorized to work in the United States. DNREC does not provide sponsorship for holders of H-1 B Visas.

The State of Delaware Executive Branch participates in the Federal E-Verify system. The State will provide the federal government with each new hire's Form I-9 information to confirm that they are authorized to work in the U.S. For more information refer to our job seeker resources.

## Selection Process

The application and supplemental questionnaire are evaluated based upon a rating of education, training and experience as they relate to the job requirements of the position. It is essential that applicants provide complete and accurate information on their application and the supplemental

questionnaire to include dates of employment, job title and job duties. For education and training, list the name of educational providers, training course titles and a summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including employment, education and training history as it relates to the job requirements.

Once an application has been submitted, all future correspondence related to the application will be sent via email. Please keep contact information current.

## Accommodations

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, call 302-739-5458. TDD users should call the Delaware Relay Service Number 800-232-5460 for assistance.

The State of Delaware is an Equal Opportunity employer and values a diverse workforce. We strongly encourage and seek out a workforce representative of Delaware including race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.