

PENNS^TATE



2012 Agricultural and Extension Education Internship Handbook



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Introduction to Handbook

This internship handbook is centered towards students pursuing a degree in Agricultural Extension Education. The handbook includes provides information in order to assist students in acquiring authentic, contextual learning opportunities. For full information about each internship, please visit the website linked with the description.

What are internships?

Internships are opportunities to apply course work in real – life settings. Internships can be paid, unpaid, for credit, or not for credit.

Internships are listed in resumes as related work experiences. For more information on types of internships, see the following resources:

http://graduatetalentpool.bis.gov.uk/cms/ShowPage/Home_page/About_the_Graduate_Talent_Pool/What_are_internships_/p!eXbbcmd

How do you prepare for an Internship?

It is important to thoroughly prepare for any type of job interview. They are the most important tool for obtaining an internship or a job. For more information on how to prepare for a job interview, as well as the do's and do not's of the interview, see the following resources.

http://www.employmentguide.com/careeradvice/Interview_Tips.html

<http://www.quintcareers.com/interviewing-dos-donts.html>

What other resources are there to assist at Penn State?

The division of student affairs Career Services provides resources and additional information.

Visit: <http://studentaffairs.psu.edu/career/students/internships.shtml>

National Association of Agricultural Educators (NAAE)

Name:	NAAE Advocacy Intern
Website:	http://www.naae.org/links/internships/
Description:	The advocacy intern's primary assignment will be to assist with national advocacy for school-based agricultural education. Under the supervision of the NAAE executive director and the ACTE senior director of public policy, the intern will assist in influencing individuals and groups in the Washington, DC metropolitan area who are in a position to support school-based agricultural education as a part of our nation's career and technical education system. Such groups and individuals include, but are not limited to, members of the United States Congress and their staff persons, agriculture- and education-related organizations, and federal mission agencies. The intern's duties will vary from assisting with NAAE's and ACTE's day-to-day public policy activities, to working with agriculture teachers who are attending National FFA's Washington Leadership Conference program, to conducting personal visits with members of Congress and their staff persons
Paid?	\$3000
Application Details/Deadline	February 1
Location	Washington, DC
Required Skills	Communications skills
Past PSU related Interns	Daniel Foster, 2001-2002
Contact Information	Alissa Smith Associate Executive Director National Association of Agricultural Educators 300 Garrigus Building Lexington, KY 40546-0215 asmith.naae@uky.edu. (859) 257-2224 or (800) 509-0204

Name:	NAAE Communications Intern
Website:	http://www.naae.org/links/internships/
Description:	Each communications intern's primary assignment will be writing award citations, news releases, presentation scripts, and newsletter entries for 2011-12 NAAE award winners, contacting award winners for photographs, and other NAAE communication related tasks. The writings will be included in publications such as the 2011-12 NAAE Annual Report (a web-based document), NAAE News & Views, other aged publications and local newspapers of award winners.
Paid?	\$3000
Application Details/Deadline	February 1
Location	Lexington, KY
Required Skills	Professional writing experience
Contact Information	Alissa Smith, Associate Executive Director National Association of Agricultural Educators 300 Garrigus Building Lexington, KY 40546-0215 asmith.naae@uky.edu. (859) 257-2224 or (800) 509-0204
Name:	NAAE Professional Development Intern
Website:	http://www.naae.org/links/internships/
Description:	The professional development intern's primary assignment will be to assist with national professional development initiatives for school-based agricultural education. Under the guidance of the associate executive director, the intern will assist with program management of several national professional development initiatives including, but not limited to, the NAAE Awards program, NAAE Webinar program, National Agriscience Integration Institute, National Agriscience Teacher Ambassador Academy, National FFA Convention Teachers' World, and professional development at the NAAE Convention.
Paid?	\$3000
Application Details/Deadline	February 1
Location	Lexington, KY
Required Skills	Public relations experience
Contact Information	Alissa Smith, Associate Executive Director National Association of Agricultural Educators 300 Garrigus Building Lexington, KY 40546-0215 asmith.naae@uky.edu. (859) 257-2224 or (800) 509-0204

FFA Related Internships

National Opportunities

Name:	National FFA Intern - Communications
Website:	https://www.ffa.org/About/NationalFFA/Pages/JobsAtFFA.aspx#
Description:	<p>The primary responsibility of this internship is to provide a strategic approach to communication and communication planning by compiling a calendar of all current communications utilized by the National FFA Foundation to steward donors considering audience, delivery method, cost, and desired outcome. In addition evaluate current best in class communication plans within the non-profit sector that look at all of the touch points to a donor throughout the development cycle. The final recommendation for the communication plan should incorporate all media vehicles currently being used by National FFA.</p> <p>Recommendations should also include improvements to those communication vehicles and tools currently being used. Recommendations should include research data, analysis, findings, resource plan, return on investment analysis and a comprehensive, over-arching communication plan to be implemented.</p>
Paid?	Not specified
Application Details/Deadline	ongoing
Location	Indianapolis, In
Required Skills	Bachelor's or Master's degree, 1-3 years' experience working for a non-profit organization
Contact Information	National FFA
Name:	Foundation Intern e-giving
Website:	https://www.ffa.org/About/NationalFFA/Pages/JobsAtFFA.aspx#
Description:	<p>The primary responsibility of this six month internship is to provide a strategic approach to e-Giving by researching the current local, state, and national giving process. In addition evaluate current best in class e-Giving models within the non-profit sector and benchmark our current situation against the best in class model to help formulate a "one stop shop" approach to e-Giving with the FFA that encompasses a customer's ability to give at the local, state, and national level. Recommendation should include research data, analysis, findings, recommendation, resource plan, and return on investment analysis.</p>
Paid?	Not specified
Application Details/Deadline	ongoing
Location	Indianapolis, In
Required Skills	Bachelor's or Master's degree, 1-3 years' experience working for a non-profit organization
Contact Information	National FFA

Name:	Collegiate FFA Intern
Website:	http://naae.ca.uky.edu:8080/clearspace_community/docs/DOC-2802
Description:	The purpose of this position is to provide support for the Collegiate team, such as but not limited to: assisting with coordinating, carrying out, and evaluating programs and trainings, processing applications, researching programming information, making travel arrangements, creating promotional materials, responding to general programming questions and general office support
Paid?	Not specified
Application Details/Deadline	ongoing
Location	Indianapolis, In
Required Skills	Computer literate, high school graduate, past FFA experience preferred
Contact Information	Monica Oliver moliver@ffa.org

State Specific Opportunities

Name:	Utah Summer Agriculture Program Intern
Website:	http://www.schools.utah.gov/cte/ag_sae.html
Description:	This program is an intensive, individualized, and experiential education experience that includes the practical application of the formalized instructional competencies. Teacher supervision of the student's summer vocational agriculture (SAE) program should be a major part of the summer program. Regular work with the Utah agriculture science and technology record book is required as well as student leadership development. All summer applied technology agricultural education programs must be in compliance with state standards for summer applied technology agricultural education programs
Paid?	Reimbursement
Application Details/Deadline	April 8
Location	Utah
Required Skills	Availability to travel, SAE experience
Contact Information	William L. Deimler Utah State Office of Education william.deimler@schools.utah.gov 801-538-7856 See 'CTE Director Contact List' on website

Name:	Tennessee FFA Leadership Camp Internship
Website:	http://www.tnffa.org/association/camp/index.php
Description:	Assist camp staff with the operation of 6 weeks of FFA Leadership Camp Organize weekly camp files, rosters and activities Maintain weekly award points and recognitions for end of the week awards Provide weekly camp reports to State Office Assist with the supervision of state officer activities at camp
Paid?	\$1600 stipend with room and meals paid
Application Details/Deadline	December 31
Location	Camp Clements, TN
Required Skills	Computer skills, 1 year of college, self-motivated
Contact Information	Chaney Mosley chaneymosley@aol.com

Name:	Tennessee Agricultural Education Internship
Website:	None given
Description:	Assist state Ag Ed consultants with responsibilities Compile annual FFA and Ag Ed reports Assist with coordination of event trainings Assist with Summer Ag Teachers Conference Assist state officer team at career and technical ed. State officer training in Murfreesboro
Paid?	\$3000 stipend
Application Details/Deadline	December 31
Location	Nashville, Tn
Required Skills	1 year of college, work in Nashville, computer skills
Contact Information	Chaney Mosley chaneymosley@aol.com

Name:	Georgia Summer Staff Leadership Intern
Website:	http://www.georgiaffacamp.org/SummerStaff.htm
Description:	<p>The primary job of the staff is to serve the campers and to set an example for them in every way. The goals of the staff program are:</p> <ul style="list-style-type: none"> To provide a safe and enjoyable environment for campers To provide positive role models for campers To provide an intensive program for the Summer Staff to grow and develop critical skills for success. <p>Staff are responsible for overseeing recreational areas, conducting programs, and preparing the facility for campers.</p>
Paid?	\$290 per week
Application Details/Deadline	January 15
Location	Covington, GA
Required Skills	FFA or FCCLA background preferred, teamwork experience, one year of college completed
Contact Information	<p>Georgia FFA-FCCLA Center Attn: Russel Towns 720 FFA FHA Camp Road Covington, GA 30014 Fax: 770-786-1774 Email: RTowns@GaAgEd.org</p>

4-H Leadership Internships

National Opportunities

Name:	4H Wonders of Washington Program Assistant
Website:	http://wowwashington.org/programassistant/
Description:	<p>A National 4-H Council Program Assistant will become a licensed Class B Tour Guide for the District of Columbia metro area and will facilitate National 4-H Council's educational curricula to groups of youth from across the country. These job functions are accomplished in collaboration with each group's coordinator as well as Council program staff and planning staff. National 4-H Council programs are intense and exciting learning experiences for youth and adults from all over the United States and the world. Program Assistants make these programs successful by using their skills and knowledge to help the participants have the most educational and fun experience possible in Washington DC and at the National 4-H Youth Conference Center. Program Assistants for the Wonders of Washington (WOW) programs must be able to successfully fulfill the requirements of the D.C. Tour Guide License</p>
Paid?	\$300 per week
Application Details/Deadline	November 15
Location	Washington, DC
Required Skills	travel
Contact Information	<p>National 4-H Council, Attn: Molly Young 7100 Connecticut Ave. Chevy Chase, MD 20815 Fax: (301) 961-2894 myoung@4HCenter.org</p>
Name:	Access 4-H Intern
Website:	http://www.4-h.org/careers/detail/default.aspx?id=1551
Description:	<p>The Access 4-H intern will primarily help support the National roll out and implementation process for the Access 4-H Online Enrollment System. The intern will also be involved in team meetings, presentations to the field and collaborative efforts within National 4-H Council to aid several areas of the Access 4-H Online Enrollment project. The Access 4-H intern reports to the Manager of Access 4-H.</p>
Paid?	\$10.00 per hour
Application Details/Deadline	ongoing
Location	National 4-H
Required Skills	Computer skills, communication skills, 4-H experience

Contact Information	Lita Haarer extension 12898
Name:	4H Citizenship Washington Focus Program Assistants
Website:	http://www.4-h.org/youth-development-programs/citizenship-youth-engagement/community-action/citizenship-washington-focus/program-assistant/
Description:	A National 4-H Council Program Assistant will become a licensed Class B Tour Guide for the District of Columbia metro area and will facilitate National 4-H Council's educational curricula to groups of youth from across the country. These job functions are accomplished in collaboration with each group's coordinator as well as Council program staff and planning staff. National 4-H Council programs are intense and exciting learning experiences for youth and adults from all over the United States and the world. Program Assistants make these programs successful by using their skills and knowledge to help the participants have the most educational and fun experience possible in Washington DC and at the National 4-H Youth Conference Center. The hours of a Program Assistant are very long, usually between 50-60 hours a week, and often include evenings, weekends and holidays.
Paid?	\$300 per week
Application Details/Deadline	January 18
Location	Washington, DC
Required Skills	Work 50-60 hours per week
Contact Information	National 4-H Council, Attn: Molly Young 7100 Connecticut Ave., Chevy Chase, MD 20815 Fax: (301) 961-2922, myoung@4HCenter.org
Name:	4H Special Events Planning Intern
Website:	http://www.4-h.org/careers/detail/default.aspx?id=58719
Description:	This position offers an excellent opportunity for hands-on experience in a fast-paced national, non-profit CEO office and will specifically focus on: <ul style="list-style-type: none"> • Planning and coordinating Board meetings and special events. This includes but is not limited to the Spring, Summer, and Fall Board of Trustees meetings, National 4-H Gala, and Global 4-H Reception. • Organizing and preparing details for event materials, including but not limited to: invitations, agendas, advance board materials, PowerPoint presentations, and various meeting materials. • Coordinating onsite logistical support, such as registration and hotel liaison. • Facilitating ground transportation for events. • Providing entry level professional and administrative support to these events. • Drafting basic meeting management materials, such as RFP's and logistical instructions. • Cultivating cross functional team communications to support a variety of information at multiple events. • Managing room set-ups, menu planning, hotel coordination, and online registration. • Reports to Chief of Staff.
Paid?	\$300 weekly stipend plus room and board
Application Details/Deadline	ongoing
Location	National 4-H
Required Skills	Computer skills
Contact Information	None specified

Name:	4H Sales, marketing, and conference center intern
Website:	http://www.4-h.org/careers/detail/default.aspx?id=59235
Description:	<p>This position offers an excellent opportunity for hands-on learning in sales, marketing, and conference services at the National 4-H Youth Conference Center. The sales, marketing and conference service intern will contribute to the Conference Service Managers (CSM) through:</p> <ul style="list-style-type: none"> • Providing entry level professional and administrative support to the Center team. • Creating reservations and ordering tickets for tour groups. • Assisting with correspondence on rebooking clients and tracking the rebooking process. • Reviewing folios, deposits, and payments to alert CSM's about reminders • Acting as on-hand resource to clients during events on campus. • Researching client leads and report findings to Senior Sales Manager. • Reports to Senior CSM • Participating in the planning and implementation of team projects and initiatives.
Paid?	Stipend plus room and board
Application Details/Deadline	ongoing
Location	4-H National headquarters
Required Skills	Computer skills
Contact Information	National 4-H Council, Attention: Lita Haarer 7100 Connecticut Ave., Chevy Chase, MD 20815 Fax: (301) 961-2894, Email: careers@4-h.org
Name:	K-State 4H Research and Extension Intern
Website:	http://www.ksre.ksu.edu/doc8306.ashx
Description:	<p>Working under the supervision of an Extension agent, the intern will assist in the development and implementation of research-based educational programming. Depending on the needs of the county or district and the academic preparation of the intern, the programming will be in one or more of the following areas: 4-H Youth Development; Family and Consumer Sciences; Agriculture and Natural Resources; Community Development</p> <ul style="list-style-type: none"> • Meeting with the local extension board, local citizens, and staff of cooperating organizations to plan and implement educational programs. • Researching information outlined in the <i>Summer Intern Program Guide</i> which is designed to provide an overview of the responsibilities of, and resources available to, county, district, or campus extension offices. • Participating in any professional staff development that may be available. • Completing other responsibilities assigned by the mentoring extension professionals.
Paid?	\$12.00 per hour
Application Details/Deadline	February 1
Location	Kansas State
Required Skills	Completed 4 college semesters
Contact Information	Stacey M. Warner, 121 Umberger Hall, Manhattan, KS 66506. Daryl D. Buchholz, 123 Umberger Hall, Manhattan, KS 66506 Julie Riniker, 785-532-5790, email: jriniker@ksu.edu Stacey Warner, Leader, Extension Operations, 785-532-5790 swarner@ksu.edu

Name:	4H Project Y.E.S! Intern
Website:	https://jobs.ncsu.edu/postings/1674
Description:	Project YES! interns provide youth development programs for children and youth of military families throughout the United States and US territories. Programs may be delivered during Yellow Ribbon events (any phase) and other youth centric activities, i.e. councils, leadership summits, family days, etc. Staff interns are not required to be a student of North Carolina State University. Interns remain at their home university but will travel to event sites to facilitate Project YES! events. Project YES!, in partnership with the General H. Hugh Shelton Leadership Center, provides interns high level education in leadership development, facilitation skills, youth development and age-appropriate curriculum. Project YES interns will also work with an assigned mentor. Together, the mentor and intern will complete a variety of activities designed to better inform and prepare the intern to transition into the work force. Mentors will also aid the intern in completing a career-focused project.
Paid?	\$200 per teaching day
Application Details/Deadline	February 29
Location	Raleigh, NC
Required Skills	Junior or senior college standing, experience working with youth
Contact Information	Human Resources 2711 Sullivan Drive Raleigh, NC 27695 Phone: 919-515-2135 Fax: 919-515-7543
Name:	Georgia 4-H Washington Internship
Website:	http://www.georgia4h.org/public/edops/washingtonintern/
Description:	Each student will have an opportunity to experience the inner workings of the federal government; increase their knowledge and understanding of the legislative process; expand their network of leader and career contacts; refine their communication skills; and, represent Georgia 4-H in a national setting.
Paid?	unpaid
Application Details/Deadline	May 15
Location	Washington, DC
Required Skills	4-H member, able to work with youth
Contact Information	Charlie Wurst State 4-H Office 706-542-8926 cwurst@uga.edu

Name:	Oklahoma Cooperative Extension Service 4H Internship
Website:	http://oklahoma4h.okstate.edu/staff/internships.htm link to application
Description:	See 'FAQ' section of the link posted above
Paid?	\$10 per hour
Application Details/Deadline	December 15
Location	Stillwater, Ok
Required Skills	Junior or senior college standing, 2.5 GPA, extension major preferred
Contact Information	Charles B. Cox Professor, Assistant Director & State 4-H Program Leader, OCES (405) 744-5390 charles.cox@okstate.edu

Technical Agriculture Internship

Name:	AFA Program Coordinator
Website:	http://www.agfuture.org/s/1342/index.aspx?sid=1342&gid=1&pgid=638
Description:	<p>Support the planning and promotion of annual student program events</p> <p>Coordinate the delivery of student personal and profession training experiences-face to face meetings, webinars and campus events</p> <p>Work with organization staff to maximize cost effectiveness of each program to assure sound financial operation of each program</p> <p>Arrange program presentations, support presentations with materials and personnel</p> <p>Work with director and/ or others to develop methods and tools to enhance student learning experiences</p> <p>Coordinate organizational efforts to identify students</p> <p>Serve as a liaison to students and partner organizations to build greater permanent relationships using social media resources and communications tools</p> <p>Assist with administrative support required to assure effective daily operations of programs and need services</p>
Paid?	Fully paid
Application Details/Deadline	December 31
Location	Kansas City, Mo
Required Skills	Technical skills, comfortable presenting for a group
Contact Information	Russ Weathers
Name:	CASE Intern
Website:	http://www.campusconnect.cnh.com/fe/tpl_cnh02.asp?s=raCzF_KhUsJVaxJsp&jobid=38957,3460024034&key=17470048&c=862133529852&pagestamp=seusttdsuijnimwgts
Description:	<p>Gain experience, while being exposed to the agricultural business and CNH. Learn how products are designed, tested, and manufactured. Experience day to day operations while working in a team environment. Opportunities are available in the areas of business, engineering, manufacturing, marketing, safety, supply chain, technical support, test, and field support.</p>
Paid?	Not listed
Application Details/Deadline	December 31
Location	WI
Required Skills	Sophomore or junior standing, communication and verbal skills

Contact Information	None listed
Name:	AFA Marketing & Development Coordinator
Website:	http://www.agfuture.org/s/1342/index.aspx?sid=1342&gid=1&pgid=637
Description:	<p>Coordinate the activities related to communication and support of AFA's brand with rural communities, colleges and universities, and industry partnerships.</p> <p>Manage an active and engaging AFA website as well as all social media outlets. This includes providing or working with AFA staff to secure all inputs, updates, program service needs and related activities for these outlets.</p> <p>Provide guidance for the marketing and communications planning related to the implementation of AFA program initiatives with various stakeholders.</p> <p>Lead the coordination of AFA public awareness planning and implementation including development of AFA newsletter(s), preparation of organization marketing and promotion materials.</p> <p>Assist with student retention planning through the use of social media and other electronic resources for AFA students and young professionals.</p> <p>Assist with the preparation of materials needed for presentations that promote AFA programs. May be expected to make presentations from time to time to various stakeholders.</p> <p>Assist Director of Resource Development with the identification and development of resources related to AFA program initiatives.</p> <p>Support resource development planning and assist with plan implementation. Includes supporting the Director with donor contacts, proposal preparation and donor cultivation/stewardship activities.</p> <p>Assist with the coordination of various volunteer initiatives, including the state coalition and community partnership efforts. Duties will include regular contacts to volunteer coordinators, provide support as needed/necessary and ensuring the volunteer initiatives stay on track.</p> <p>Assist with the administrative support required to assure effective daily operation of the office services of the organization.</p> <p>Assist with the maintaining of records for the organization related to the various services provided to assure effective operation, reporting and analysis.</p> <p>Prepare regular reports to maintain communication with AFA Staff, volunteers, board members and corporate stakeholders.</p> <p>Other duties as required to successfully complete the responsibilities assigned</p>
Paid?	Fully paid
Application Details/Deadline	December 30
Location	Kansas City, Mo
Required Skills	BS in marketing, communications, or education, web-savvy
Contact Information	Mark Stewart

Name:	<i>Pioneer Hi-Bred New Holland Intern</i>
Website:	pioneer.com
Description:	Allows students to direct younger teens in pollination tasks. Pioneer does a lot with statistics and some disease research at New Holland. Would give a good background on crop science as well as practice with motivating kids
Paid?	\$10 per hour
Application Details/Deadline	December 15
Location	Stillwater, Ok
Required Skills	Junior or senior college standing
Contact Information	david.whitaker@pioneer.com

Agricultural Communication Opportunities

Name:	<i>Onearth Journalist</i>
Website:	http://www.onearth.org/internships
Description:	<p>Writing short (under 350 words) environmental news items for OnEarth magazine's "Frontline" section.</p> <p>Writing short pieces about NRDC researchers/lawyers etc. for the magazine's "Dispatches" section.</p> <p>Writing longer feature stories and blog posts for OnEarth.org.</p> <p>Doing traditional magazine intern work, including fact checking, copy editing etc.</p> <p>Observing all aspects of the magazine production schedule.</p> <p>There may also be opportunities for some video or audio storytelling for the web.</p>
Paid?	\$15 per hour
Application Details/Deadline	March 15
Location	TBD
Required Skills	Able to write and communicate
Contact Information	onearth@nrdc.org

Environmental Education

Name:	Callaway Gardens Educationalist
Website:	http://www.hrt.msu.edu/assets/Uploads/2012-Callaway-Gardens-Internships2.pdf
Description:	<p>*TWO INTERNSHIPS: ONE FOR EDUCATION AND ONE FOR EXTENSION*</p> <p>An internship in Callaway Gardens' Education Department is a great career builder for students interested in careers in Environmental Education or Public Horticulture. Our interns assist and conduct educational programs in home horticulture and natural history for adults and families. Topics may include insects, snakes and birds, as well as herb gardening, garden design, butterfly gardening and flower arranging. Interns also conduct children's programs and art projects addressing natural history and gardening; respond to gardening and natural history questions in person, by telephone and through written correspondence; and assist in leading walks and bicycle tours along Gardens trails.</p>
Paid?	\$7.86 per hour plus some housing
Application Details/Deadline	February 17
Location	Pine Mountain, GA
Required Skills	Horticultural interest
Contact Information	<p>Patricia L. Collins Director of Gardens pcillins@callawaygardens.com</p>

Name:	<i>Shaver's Creek Environmental Education Intern</i>
Website:	http://www.outreach.psu.edu/shaverscreek/index-interns.html
Description:	<p>*Responsibilities include*</p> <ul style="list-style-type: none"> ■ school programs ■ visitor center operations ■ live-animal care and handling ■ natural and cultural history walks for the public ■ summer camps ■ volunteer training and supervision ■ adventure and recreational programs ■ weekend festivals and events ■ teacher workshops ■ teambuilding programs ■ curriculum and program development ■ writing articles for members' newsletter
Paid?	\$175 per week
Application Details/Deadline	January 31
Location	State College, PA
Required Skills	Environmental interest, experience working with youth
Contact Information	Rod Lee, Program Director Shaver's Creek Environmental Center, 3400 Discovery Road Petersburg PA 16669
Name:	<i>Shaver's Creek Adventure Program Intern</i>
Website:	http://www.outreach.psu.edu/shaverscreek/index-interns.html
Description:	<p>This position would involve working closely with a Shaver's Creek program director and with one or two other staff to develop, market, and implement adventure programs, including rock climbing, teambuilding, mountain biking, caving, canoeing, and administrative duties as assigned. ■ Will co-lead multiple week-long sessions of the Rock and River Adventures program during the summer months. ■ Responsibilities include, but are not limited to: training and skill development in the following areas (not limited to these areas): teambuilding programs, caving, rock climbing, mountain biking, and canoeing; scouting the various sites that the adventure-based activities will occur; following the risk management plan for the adventure program and updating this plan if needed.</p>
Paid?	\$225 per week
Application Details/Deadline	January 31
Location	State College, PA
Required Skills	Environmental interest, experience working with youth, leadership experience
Contact Information	Rod Lee, Program Director Shaver's Creek Environmental Center 3400 Discovery Road, Petersburg PA 16669

Name:	Shaver's Creek Animal Care Volunteer
Website:	http://www.outreach.psu.edu/shaverscreek/index-volunteer.html
Description:	<ul style="list-style-type: none"> *■ Maintaining and beautifying the center and grounds <ul style="list-style-type: none"> ■ Landscaping gardens, planting, trimming, weeding, soil preparation, etc. ■ Physical work on trails, including trimming vegetations, removing fallen trees, picking up trash, and making repairs <ul style="list-style-type: none"> ■ Monitor and repair bird boxes ■ Check accuracy of maps and interpretive trails <ul style="list-style-type: none"> ■ General "handyman" duties
Paid?	volunteer
Application Details/Deadline	January 31
Location	State College, PA
Required Skills	Environmental interest, animal handling experience
Contact Information	Doug Steigerwalt Dxs135@psu.edu 814-863-2000

Name:	Shaver's Creek Grounds, Trails, and Facilities Volunteer
Website:	http://www.outreach.psu.edu/shaverscreek/index-volunteer.html
Description:	<ul style="list-style-type: none"> *■ Maintaining and beautifying the center and grounds <ul style="list-style-type: none"> ■ Landscaping gardens, planting, trimming, weeding, soil preparation, etc. ■ Physical work on trails, including trimming vegetations, removing fallen trees, picking up trash, and making repairs <ul style="list-style-type: none"> ■ Monitor and repair bird boxes ■ Check accuracy of maps and interpretive trails <ul style="list-style-type: none"> ■ General "handyman" duties
Paid?	volunteer
Application Details/Deadline	January 31
Location	State College, PA
Required Skills	Environmental interest
Contact Information	Brian Sedgwick bjs192@psu.edu 814-863-2000

Name:	<i>Shaver's Creek Special Events Volunteer</i>
Website:	http://www.outreach.psu.edu/shaverscreek/index-volunteer.html
Description:	<ul style="list-style-type: none"> * ■ Children's Halloween Trail and Festival in October ■ Maple Harvest Festival in March ■ The Birding Cup, annual fundraiser and bird identification competition, first weekend in May ■ Project Feeder Watch, an ongoing monitoring by volunteers at their home bird feeders
Paid?	volunteer
Application Details/Deadline	January 31
Location	State College, PA
Required Skills	Environmental interest
Contact Information	Jennifer Steigerwalt jab56@psu.edu 814-863-2000

Name:	<i>Shaver's Creek Outdoor School Volunteer</i>
Website:	http://www.outreach.psu.edu/shaverscreek/index-volunteer.html
Description:	<ul style="list-style-type: none"> * ■ An unforgettable week as a school counselor for fifth graders ■ Leading environmental education programs ■ Be a role model
Paid?	volunteer
Application Details/Deadline	January 31
Location	State College, PA
Required Skills	Environmental interest, experience working with youth
Contact Information	Ellen Will eeb11@psu.edu 814-863-2000

Name:	Shaver's Creek School Visits Volunteer
Website:	http://www.outreach.psu.edu/shaverscreek/index-volunteer.html
Description:	<ul style="list-style-type: none"> * ■ Lead or assist school groups through our daily programs <ul style="list-style-type: none"> ■ Leading environmental education programs ■ Lead Discovery Walks and Guided Nature Center Visits ■ Available in spring and fall semesters
Paid?	volunteer
Application Details/Deadline	January 31
Location	State College, PA
Required Skills	Environmental interest, experience working with youth
Contact Information	Jennifer Steigerwalt jab56@psu.edu 814-863-2000

Name:	Shaver's Creek Youth/Scouting Program Volunteer
Website:	http://www.outreach.psu.edu/shaverscreek/index-volunteer.html
Description:	<ul style="list-style-type: none"> * ■ Gain leadership experience <ul style="list-style-type: none"> ■ Learn outdoor skills ■ Lead programs that can be counted toward Boy Scout, Girl Scout, and related levels of achievement
Paid?	volunteer
Application Details/Deadline	January 31
Location	State College, PA
Required Skills	Environmental interest, experience working with youth
Contact Information	Lucy Richardson lbr118@psu.edu 814-863-2000

Name:	<i>Shaver's Creek Summer Camp Volunteer</i>
Website:	http://www.outreach.psu.edu/shaverscreek/index-volunteer.html
Description:	<ul style="list-style-type: none"> * ■ Be a counselor or group leader for kids ages 4–14 ■ Lead environmental education programs ■ Create and lead games and creativity stations
Paid?	volunteer
Application Details/Deadline	January 31
Location	State College, PA
Required Skills	Environmental interest, experience working with youth
Contact Information	Doug Wentzel djw105@psu.edu 814-863-2000

Name:	<i>Scott Arboretum Educational Intern</i>
Website:	http://www.scottarboretum.org/programs/internship.html
Description:	The Scott Arboretum Education internship offers unique work experience in a campus arboretum well-suited to an individual interested in a career in public horticulture. In addition to on-the-job training, the intern has opportunities to meet other professionals in the Philadelphia region, an area rich in public gardens, and to attend educational events at other institutions. This is a one-year appointment. Work activities include assisting the Educational Programs Coordinator with educational programming, special events, publications, interpretation, and working with volunteers.
Paid?	Not specified
Application Details/Deadline	March 1
Location	Swarthmore, PA
Required Skills	Year-long availability, communication skills, detail-oriented, computer savvy
Contact Information	Internship Program The Scott Arboretum Swarthmore College 500 College Avenue Swarthmore, PA 19081 (610) 328-8025

Name:	Longwood Gardens Intern
Website:	http://www.longwoodgardens.org/InternshipAreas.html#Education Intern
Description:	<p>The Education Intern works within the three Educational Program Areas to plan, implement and manage various educational programs, targeting K-12, college-level, and adult learners. This unique one-year opportunity provides a rotational experience meant to maximize exposure to educational programming for learners of all ages. The Education Department staff works with each intern to develop a one-year plan that addresses and serves individual student interests and career goals. Interns will spend several months in each of the three program areas, while also carrying out specific long-term projects based on the needs of the department and the intern's career interests. Opportunities for professional development, including a stipend for attendance at one national conference are available. The successful candidate is a self-motivated, computer-literate, and organized individual looking for a dynamic yearlong experience in a collaborative educational environment.</p> <p>Longwood Gardens also offers multiple programs including:</p> <p>(ctrl+click on the area to view the web page)</p> <p style="text-align: center;"> <u>Rotational Summer Internship</u> <u>Arboriculture</u> <u>Curatorial</u> <u>Display Design</u> <u>Education Intern</u> <u>Greenhouse Production</u> <u>Grounds keeping</u> <u>Horticultural Research</u> <u>Indoor Display</u> <u>Integrated Pest Management</u> <u>Library & Archives</u> <u>Marketing and Public Relations</u> <u>Nursery Management</u> <u>Outdoor Display</u> <u>Visitor Programs</u> <u>Performing Arts</u> </p>
Paid?	\$8.50 per hour plus free housing plus benefits
Application Details/Deadline	February 1
Location	Longwood Gardens, PA
Required Skills	Able to live at the gardens, interest in horticulture, communication skills

Name:	Disney Agricultural Science Intern
Website:	http://www.hrt.msu.edu/assets/Uploads/2012-Disney-Epcot-Science.pdf
Description:	In addition to maintaining the show quality of our growing areas, aquaculture systems and biotechnology lab, interns will spend a significant amount of time leading informative and interactive Guest tours through our facilities, along with promoting and selling these tours. Additional training sessions, classes and meetings will be scheduled throughout the semester. Other duties vary by discipline:
Paid?	Not specified
Application Details/Deadline	February 1
Location	Epcot Center
Required Skills	Adhere to park rules/casting
Contact Information	Les Frey Horticulturalist, Student Program Manager Agricultural Sciences at Epcot Walt Disney World 2013 N. Avenue of the Stars Lake Buena Vista, FL 32830 wdw.epcot.science.internship@disney.com Phone: (407) 560-4547

Government Related Internships

Name:	Government Relations Intern – Land O’ Lakes
Website:	http://www.agcareers.com/job.cfm?task=view&id=239952
Description:	Position Purpose: The Government Relations Intern will implement the Land O'Lakes grassroots legislative activities and provide communication support for those efforts. This position provides opportunities to participate in PAC fundraisers, legislative meetings, trade association meetings/events, and lobbying on Capitol Hill. This individual will report to the Director of Government Relations and have significant involvement with the Washington representative and the Communications staff. Some specific projects include: coordinating Land O'Lakes participation in the National Council of Farmer Cooperatives Washington, D.C. Conference in June, scheduling Land O'Lakes grassroots activities in Washington D.C. in July and developing background materials and talking points for the Land O'Lakes Policies & Resolutions Committee members. The intern will track issue, attend hearings, and write memos for Land O'Lakes business divisions about the impact of issues.
Paid?	competitive
Application Details/Deadline	January 16
Location	Arden Hills, Mn and Washington, DC
Required Skills	Travel, interest in food/ agriculture industry, awareness of government process
Contact Information	None listed

USDA Opportunities

For more information about the United States Department of Agriculture or to find specific opportunities and information, visit

<http://www.usda.gov/wps/portal/usda/usdahome>

For more information about the Pennsylvania Department of Agriculture or to find specific opportunities and information, visit

http://www.agriculture.state.pa.us/portal/server.pt/community/pennsylvania_department_of_agriculture/10297

Name:	National Invasive Species Informant
Website:	http://www.nal.usda.gov/about/LIBRARY_INTERNSHIP.pdf
Description:	Assist in discovery of web-based resources for the National Invasive Species Information website. www.Invasivespeciesinfo.gov/ is a gateway to invasive species information; covering Federal, State, local and International sources.
Paid?	volunteer
Application Details/Deadline	ongoing
Location	National USDA
Required Skills	Dreamweaver familiar, computer savvy, interest in invasive species
Contact Information	Joyce Bolton, Joyce.bolton@ars.usda.gov , 301-504-6454 Theresa Ridgeway, USDA, ARS, NAL 10301 Baltimore Ave., Rm. 203B Beltsville, Maryland 20705 E-mail: Theresa.ridgeway@ars.usda.gov , Phone: (301) 504-7217 FAX: (301) 504-6951

Name:	National Agricultural Library Repository
Website:	http://www.nal.usda.gov/about/LIBRARY_INTERNSHIP.pdf
Description:	Identify and acquire items for NAL's institutional repository. <ul style="list-style-type: none"> ● Research & discover USDA publications for inclusion in the Repository ● Submit digital copies of USDA documents to Repository.
Paid?	volunteer
Application Details/Deadline	ongoing
Location	National USDA
Required Skills	Information degree, programming proficient, computer savvy
Contact Information	Stan Kosecki Stan.kosecki@ars.usda.gov 301-504-7114 Theresa Ridgeway, USDA, ARS, NAL 10301 Baltimore Ave., Rm. 203B, Beltsville, Maryland 20705 E-mail: Theresa.ridgeway@ars.usda.gov , Phone: (301) 504-7217 FAX: (301) 504-6951

Summer Camp Educator Internships

Nationwide Opportunities

Name:	ESL Teacher at Nike Sports Camp
Website:	http://www.mysummercamps.com/cgi-bin/jobs/db.cgi?do=search_results&db=Jobs&ID=2792&ID-opt==&detailed=yes
Description:	ESL teachers need to for English Program portion of a Boston area over night sports camps. Campers are from all over the world. Instruction is for 3 hours a day, M-F. Weeks vary
Paid?	\$300/week
Application Details/Deadline	Not specified
Location	Boston, Mass
Required Skills	None listed
Contact Information	Curry College Boston, Mass 02186 800-836-6473; mbsportscamps@gmail.com
Name:	Program Staff for Camp Kupugani and Camp White Eagle
Website:	http://www.mysummercamps.com/cgi-bin/jobs/db.cgi?do=search_results&db=Jobs&ID=1669&ID-opt==&detailed=yes
Description:	Camp White Eagle staff members perform a variety of roles. A CWE staff member functions primarily as a skill instructor of program areas and team building processes during the day and an on duty monitor in the evenings. Dealing with a variety of groups and programs, other CWE staff duties include: Teaching each of the camp skill areas offered to guest groups; Leading & setting up various evening programs (solos, campfires, overnight camp outs, early- bird activities, etc.); Learning to maintain all of the skill area equipment; Overseeing counselors, campers, and group members; Performing camp maintenance functions when needed; Assisting in the food service area (helping the kitchen staff prepare, serve, & clean up) as scheduled; Occasionally functioning as a cabin counselor, staying in the cabins with the campers, when required
Paid?	\$250-\$325 weekly
Application Details/Deadline	Not specified on website – e mail contact for details
Location	Leaf River, Il
Required Skills	CPR, lifeguard, first aid
Contact Information	Camp Kupugani 6903 W. White Eagle Rd; Leaf River, Il 61047 kupugani@gmail.com ; 815-713-4110 Camp White Eagle 6903 W. White Eagle Rd; Leaf River, Il 61047

	815-738-2754
Name:	Cabin Counselor at Camp Boggy Creek
Website:	http://www.mysummercamps.com/cgi-bin/jobs/db.cgi?do=search_results&db=Jobs&ID=1753&ID-opt==&detailed=yes
Description:	CABIN COUNSELORS take care of the daily needs of 8-10 campers. The job requires being actively involved in the supervision, guidance, and motivation of campers by building working relationships with kids and staff to ensure that a high standard of care is maintained. It is PLAYING WITH KIDS.
Paid?	volunteer
Application Details/Deadline	ongoing
Location	Eustis, FL
Required Skills	CPR, able to lift 75 lbs, supervise campers
Contact Information	Volunteer Department Volunteer@BoggyCreek.org 352-483-4200 ext. 293

Name:	Program Director – Athens YWCO Camp for Girls
Website:	http://www.mysummercamps.com/cgi-bin/jobs/db.cgi?do=search_results&db=Jobs&ID=3042&ID-opt==&detailed=yes
Description:	Help coordinate and oversee all aspects of camp, including staff, campers, activities, administrative duties, and special programming. Be an active member of the Leadership Team with the other activity leaders. Must be 21 with great organizational, administrative, and supervisory skills. Includes other positions – inquire on website
Paid?	Paid in lifetime memories
Application Details/Deadline	January 1
Location	Clarkesville, GA
Required Skills	Females only, organizational skills
Contact Information	445 Athens Y Camp Rd Clarkesville, GA 30523 706-754-8528 info@AthensYWCOCamp.com

Name:	Trip Leader for Bold Earth Adventures
Website:	http://www.mysummercamps.com/cgi-bin/jobs/db.cgi?do=search_results&db=Jobs&ID=3502&ID-opt==&detailed=yes
Description:	<p>Bold Earth is about teenagers, adventure travel, leadership and learning. We are looking for motivated, confident individuals to join our professional leadership community. First year Trip Leaders facilitate group dynamics and safety while teaching a broad range of adventure travel skills.</p> <p>BE contracts with professionals for climbing, sailing, surfing, windsurfing, horseback riding, rafting, river and sea kayaking and mountain biking. You do not need to have expert knowledge in these areas, but you do need to have youth leadership and/or outdoor experience.</p>
Paid?	\$300 per week
Application Details/Deadline	ongoing
Location	Golden, CO
Required Skills	CPR, First Aid
Contact Information	2308 Fossil Trace Dr. Golden, CO 80401 303-526-0806

Name:	Assistant North Country Trails Volunteer Coordinator
Website:	http://www.indeed.com/viewjob?jk=1a00466084fb00e6&ea=1
Description:	The Assistant North Country Trails Volunteer Coordinator Intern assists in the development, coordination, and registration of AMC's Adopt-A-Trail program, AT Corridor Monitor Program, Alpine Stewardship Program, and AMC's Volunteer Vacations in the White Mountains, NH, Baxter State Park, ME, and Acadia National Park, ME. (S)he works closely with other staff and volunteers to maintain safe and successful volunteer opportunities in the North Country. The AMC depends on this self-motivated, skilled individual to represent our organization and ensure an enjoyable and educational mountain experience for each AMC Volunteer.
Paid?	Room and board plus bonus
Application Details/Deadline	January 15
Location	Gorham, NH
Required Skills	CPR, first aid, wilderness training, computer savvy
Contact Information	Alexander R. DeLucia AMC North Country Trails Volunteer Coordinator P.O. Box 298 RT 16 Gorham, NH 03581 603-466-2721 adelucia@outdoors.org

Name:	AMC Outdoor Leadership
Website:	http://www.indeed.com/viewjob?jk=6e3b7e5048aca429&ea=1
Description:	The AMC's Youth Opportunities Program (YOP) provides training and support for youth workers in the Northeast region to independently lead youth groups on outdoor adventures such as camping, backpacking, hiking, canoeing, snow-shoeing, and cross country skiing. YOP makes the outdoors accessible to urban and at-risk youth through provision of training, trip planning assistance, reduced rates at AMC destinations, and use of equipment. Each year YOP supports 200 youth agencies, trains 220 youth workers, and serves 10,000 youth. Outdoor Leadership Interns are responsible for supporting YOP's many youth worker trainings as well as our outdoor adventures for youth. YOP interns are exposed to six core program areas and specialize in two areas for the internship.
Paid?	Not specified
Application Details/Deadline	Contact James Barnett for deadline
Location	Boston, Mass
Required Skills	Writing skills, outdoor knowledge
Contact Information	James Barnett, Youth Programming Manager, Youth Opportunities Program, Appalachian Mountain Club 5 Joy Street, Boston, MA, 02108 jbarnett@outdoors.org

Name:	AMC Adventure Intern
Website:	http://www.indeed.com/viewjob?jk=2e059969e6576d50&ea=1
Description:	The Adventure Programs Internship is designed for a student in the field of Adventure or Environmental education. Through the projects and responsibilities assigned in this internship, a student will gain experience that will help them achieve their degree. This intern will assist with the delivery of all Highland Center programs and activities as well as other specialty programs at AMC destinations. This intern will act as an interpretive and informational resource to guests at the Highland Center, providing high-quality customer service during non-program times. The intern will complete department projects as assigned. This position will be supervised by the Adventure Programs Manager.
Paid?	\$700 stipend plus room and board
Application Details/Deadline	Contact Sara DeLucia for application information
Location	Bretton Woods, NH
Required Skills	Physically able to hike with +40 lbs, environmental or education background, communication skills
Contact Information	Sara DeLucia, Adventure Programs Manager Highland Center at Crawford Notch Route 302 Bretton Woods, NH 03575

International/Global Opportunities

Name:	Education Center Intern - Iceland
Website:	http://www.hrt.msu.edu/assets/Uploads/2011-Eco-Village-Internship-in-Iceland.pdf
Description:	Sesseljuhús is a sustainable building and an educational center focusing on environmental issues. One of the main projects is urban planning is to develop the future land use of the village. Parks, walking paths, future housing areas and outdoor areas need to design. Also the student will take part in the process of implementation of the development.
Paid?	Room and board and lunches
Application Details/Deadline	April 2
Location	Iceland
Required Skills	Travel abroad, interest in horticulture
Contact Information	Axel Benediktsson Coordinator Sesseljuhus Solheimar 801 Selfoss Tel: 354 4804483 www.solheimar.is

Name:	ESL Instructor – Lakefield Camp - Ontario
Website:	http://www.mysummercamps.com/cgi-bin/jobs/db.cgi?do=search_results&db=Jobs&ID=3656&ID-opt==&detailed=yes
Description:	We are looking for enthusiastic and energetic ESL teachers to deliver high quality instruction. We typically look for people with teaching qualifications, people pursuing teacher qualifications, people with ESL training, and people with experience teaching ESL. Our program involves teaching one or more classes of approximately 15 students and participating in program activities. The teachers are given room and board on-site. The program runs from the end of June to late August.
Paid?	Not specified
Application Details/Deadline	Contact Tim French for application information
Location	Lakefield, Ontario
Required Skills	Enthusiastic, experience supervising youth

Contact Information	<p>Tim French Lakefield College School Lakefield, Ontario KOL 2HO 416-646-5400</p>
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Pennsylvania Opportunities

Name:	Outdoor Educator – Camp Choconut
Website:	http://www.mysummercamps.com/cgi-bin/jobs/db.cgi?do=search_results&db=Jobs&ID=3712&ID-opt==&detailed=yes
Description:	Responsible for direct care of campers swimming at the waterfront of our lake. Responsible for the care and leadership of a group, implement activities that broaden waterfront and swimming skills, create cultural experiences and stimulate children's curiosities, attend staff meetings and trainings; adhere to Camp Choconut policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies; communicate with parents via letter once or twice during the camp session. Good communication skills and team work skills a must with working with peer staff and children. Assist in the maintenance of the highest standards of safety and cleanliness, and keep daily attendance, other duties as assigned.
Paid?	\$275-\$300 per week
Application Details/Deadline	Contact Fred Lorber for application information
Location	Friendsville, PA
Required Skills	CPR, canoeing, first aid, males only
Contact Information	Fred Lorber, Camp Choconut PO Box 10, Friendsville, Pa 18818 570-553-2995, fred.lorber@campchoconut.com
Name:	Division Director
Website:	http://www.mysummercamps.com/cgi-bin/jobs/db.cgi?do=search_results&db=Jobs&ID=35&ID-opt==&detailed=yes
Description:	Camp Cayuga is a coed nonsectarian sleepaway camp located in the beautiful Pocono Mountains of northeast Pennsylvania. Family owned and operated since 1957. Cayuga caters to children of the ages 5 to 15. If you enjoy working in a friendly noncompetitive atmosphere with children and consider yourself a good role model with a genuine interest in children, we encourage you to apply. Our staff is comprised of 135 members who are college students, college graduates, teachers, and coaches. You'll have a great time at Cayuga if you have an outgoing personality, a good sense of humor, strong teaching skills in your activity area, good leadership ability, and experience in supervising and instructing children.
Paid?	Depends on experience
Application Details/Deadline	ongoing
Location	Poconos, PA
Required Skills	Able to teach more than one class, youth-supervision experience
Contact Information	Business Office, Camp Cayuga PO Box 151- Suite INT, Peapack, New Jersey 07977, USA

	Telephone: 908-470-1224, Fax: 908-470-1228.
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Or

Summer Address, Camp Cayuga

321 Niles Pond Road - Suite INT, Honesdale, Pennsylvania 18431, USA

Telephone: 570-253-3133, Fax: 570-253-3194.

Appendix A – The Résumé

What to include in a résumé

Resumes are a way for an employer to know about you and your accomplishments before an interview is scheduled. It is important to tailor your resume to the specific job that you are applying for. Resumes should not exceed two pages in length and should highlight your assets and previous experiences. For more information on how to set up a resume, see the link below as well as an example of a resume.

http://www.colby-sawyer.edu/campus-life/career/search_prep/resume.html

Example Resume
E.M. Tiffany

1601 South Ohio, Apt. 28, Baltimore, Maryland 21230
emtiffany@gmail.com Cell: 724-580-1234

OBJECTIVE

To make a positive difference in the lives of student by providing dynamic instruction in agricultural education and personal youth development.

EDUCATION

B.S. in Agricultural & Extension Education, The Pennsylvania State University-University Park, PA

Conferred: May 2010

Concentration areas:

School-Based Agricultural Education
Horticulture including Plant Propagation, Floral Arranging, Introduction to Horticulture
International Agriculture (Study Abroad in Ireland and Paris, France and course work)

Additional Certifications

Agricultural Education (K-12)	Pennsylvania Department of Education	2010
General Science	Pennsylvania Department of Education	2010
Pesticide Application Core	Pennsylvania Department of Agriculture	2010
Project WILD Aquatic	Council for Environmental Education	2009
PA. Song Birds	Shaver's Creek, Penn State	2009

EXPERIENCE

Agricultural Education Instructor/FFA Advisor

August 2010 to June 30, 2011

Derry Area High School, Derry, PA

• Classroom Instruction

Prepared hands on lessons, evaluations and activities for classes including: Ag/Hort Science; Greenhouse Management; Floral Design; Environment & Ecology; Small Animal Science; Agriculture Mechanics

• Supervised Agricultural Experience

Provided supervision for experiential education through SAE projects for 78 students including, but not limited to: tagging county SAE projects; assisting students with record books; visiting students' SAE projects over the summer; assisting students with proficiency applications

• FFA Advising

Served as co-advisor to student organization of over 100 members. Responsibilities included, but were not limited to: chaperoning 43 students at the Pennsylvania Farm Show on an overnight trip, chaperoning 14 students at the two state leadership conferences, assisting students with Jacket Scholarship, Keystone Degrees, and Scholarship Applications, Set up a tour and chaperoning 6 students at the Pennsylvania Garden Show. In addition, coaching Career Development Event Teams including: Small Animal Vet Care; Prepared Public Speaking, Extemporaneous Public Speaking, Parliamentary Procedure, Horse Evaluation, Envirothon (3rd/13 teams at County)

Student Teaching Intern

January 11, 2010 to April 23, 2010

Big Spring High School, Newville, PA

- Prepared lessons, evaluations and activities for block scheduled classes using Learning Focused Schools
- Tagged county SAE projects and assisted students with completing record books
- Chaperoned and Advised Multiple FFA Activities including multiple overnight trips
- Planned and chaperoned the 2009 Big Spring Annual 3 day Spring Trip to New York State
- Coached Career Development Event Teams: Floriculture, Public Speaking and Ag Mechanics

Student Technician

April 2009 to November 2009

Penn State Center for Plasticulture, University Park, PA

- Planting, growing, harvesting and marketing fruit, vegetables and flowers
- Controlled pests using beneficial insects and other Intergraded Pest Management tools
- Worked in the Penn State Cellar Market selling the produce that was raised, and arranging cut flowers for fresh bouquets

Summer Camp Counselor

June 2007 to August 2008

Lawrence County Association for Retarded Citizens New Castle, PA

- Camp Counselor at a day camp for mentally, physically, and developmentally delayed children ages 3-21

CLUBS AND ORGANIZATION**Pennsylvania Association for Agricultural Educators (PAAE)**

2008 to Present

Member

Facilitated Area Small Animal Care CDE

Facilitated Area Junior Prepared Public Speaking

National Association for Agricultural Educators (NAAE)

2008 to Present

Member

Pennsylvania State FFA Alumni

2010 to Present

Organized the Alumni Washington Leadership Conference Scholarship Program

Penn State Collegiate FFA

2008 to 2010

Club Treasurer, Fundraising Committee Liaison

End of the Year Department Banquet Committee

Penn State Dairy Science Club

2008 to 2010

Member

Committee Involvement: The Dairyman Yearbook Committee, Nittany Lion Fall Classic Cattle Sale,

Ostochallenge 5k Race Committee

Pennsylvania State FFA Association

1999-2006

State FFA Officer- Western Region Vice President

American Degree Recipient

Active Chapter Officer, Active in Chapter Program of Activities

State Finalist: Extemporaneous Speaking, Parliamentary Procedure (Chair)

References Available Upon Request

Appendix B – The Cover Letter

What to include in a cover letter

A cover letter is submitted with a resume when applying for a job. The cover letter details your interest in the job that you are applying for and further highlights and expands upon your specific qualifications for the job opening. It is imperative to physically sign the cover letter in blue ink as a personal touch. For more information about what goes into writing a cover letter, please see the link below as well as the example cover letter.

<http://jobsearch.about.com/od/coverlettersamples/a/covertemplate.htm>

Example Cover Letter

EM Tiffany
15 Litterer Road
University Park, PA 17821
(570) 542-1234
emtiffany@psu.edu

February 1, 2011

Mrs. Penny Lenig-Zerby
Real Area School District
600 Green Acres Road
RealDeal, PA 17814

Dear Mrs. Lenig-Zerby,

I am writing to express my interest in applying for the agriculture educator position in your school district. I will be receiving my teaching certification in agriculture education from Penn State University in May. I believe this position is well suited for me because of my passion for educating students about the varied subject matter of agriculture. I believe that my education and experiences have provided me with the skills and knowledge to succeed in the position you have described.

Through my teaching experiences to date, I have firmly realized that my true passion in life is one of being an agricultural educator. Teaching agriculture provides the chance for my dual loves of the agricultural industry and service to others I am committed to student development and learning and encouraging students to challenge themselves to become the best they can be. I work hard to highlight the importance of class material to the world beyond the classroom. I incorporate activities that address the diverse interests and needs of students as well as present information in a variety of ways to help with individual learning styles. I find it important to not just instruct students with curriculum but also with social and leadership skills to provide them with opportunities for lifelong learning. FFA provides the leadership learning activities that allow students to develop those valuable skills while incorporating knowledge they have acquired throughout their academic career. I want to inspire my students to love agriculture and learning as much as I do.

I am passionate about the opportunities that exist within your school district and community for your students and their potential success in a dynamic agricultural education program. I anxiously anticipate the opportunity to discuss the future of RealDeal agricultural education. Feel free to contact me at (570) 854-7632 if you have any questions. Thank you for your time and consideration.

Sincerely,

EM Tiffany
Candidate for RealDeal Agriscience Teacher Position

Included:

- Resume,
- Standard Teaching Application

Reference available upon request

Appendix C – Follow-up

How to follow-up an interview

It is not enough to obtain and conduct an interview with a potential employer. You must follow-up the interview with a thank you note or e mail. The most personal way to follow-up an interview is to write a thank you letter to the interviewer that thanks them for meeting with you, how pleased you were to meet them, clarifications of any topics that came up during the interview, and your contact information. Not many candidates follow-up interviews with these personal touches, and this small detail sets you apart from others. Remember to get a business card and give yours after an interview as well. For tips on how to write a thank you letter, follow the link below. See the links below for example thank you letters.

<http://jobsearch.about.com/od/interviewsnetworking/a/intfollowup.htm>

Example Thank you letters

<http://jobsearch.about.com/od/thankyouletters/a/thankinterview.htm>

<http://jobsearch.about.com/od/thankyouletters/a/samplethankyou.htm>