

# John D. MacArthur Beach State Park

## *Naturalist Internship*



**John D. MacArthur Beach State Park**  
10900 Jack Nicklaus Drive  
North Palm Beach, FL 33408  
561-776-7449  
[www.macarthurbeach.org](http://www.macarthurbeach.org)





## John D. MacArthur Beach State Park Naturalist Internship



**John D. MacArthur Beach State Park (MBSP)** was established to protect a diverse and undisturbed subtropical coastal habitat from development. The Park is named for John D. MacArthur, whose generosity allowed the State of Florida to secure the land. Developed in part with funds donated by the John D. and Catherine T. MacArthur Foundation, the Park opened to the public in 1989.

In addition to protecting our natural heritage, John D. MacArthur Beach State Park is a model public-private partnership. Owned by the State of Florida, the staff and daily needs of the Park are funded by the State. Since its founding in 1990, the Friends organization has enriched and enhanced the Park by soliciting donations, seeking volunteers, raising funds, holding special events and operating a gift shop.

MBSP, Palm Beach County's only state park, is situated on a barrier island between the Atlantic Ocean and the Lake Worth Lagoon. The Park is made up of 438 acres of pristine coastal land and contains four different communities or habitats including seven species of plants and twenty-two species of animals on the endangered or threatened list. MacArthur Beach is truly an "Island in Time."

**At MacArthur Beach State Park, we offer a Naturalist Internship that provides the opportunity to gain invaluable professional development and real-world experiences at MBSP.**

**The Naturalist Intern will gain experience in and develop an extensive knowledge of:**

- Implementing Natural Science Education Programs to 1<sup>st</sup> -12<sup>th</sup> grade students
- Curriculum Writing and Development
- Public Speaking and Leadership
- Volunteer Engagement
- Animal Care (educational exhibit fish, sea turtles, reptiles)
- Local Flora/Fauna of MBSP ecosystems
- Florida Park Service regulations, procedures and policies

### **Pew Family Natural Science Education Center** *Experiential Science Education*



**The Natural Science Education Program** provides experiential instruction and activities to educate, excite and involve the students in science. Our programs are designed to meet the Florida Next Generation Science Standards and Florida Standards for first through grade twelve. Each program combines nature exploration and age-appropriate hands-on experiences. We offer 10 different programs for public, charter and private schools in Palm Beach County Monday through Friday of each week.



### **Nature & Welcome Center** *Designed to Educate and Excite*



### **Summary of Essential Position Functions:**

All duties assigned by the Director of Education (DOE)

1. Facilitates hands-on Natural Science Education Programs
2. Assists with Park Junior Friends group
3. Assists with Park Speaker Series
4. Assists in the development of publications, brochures, news releases and registration materials
5. Other duties as assigned

### **Qualifications:**

1. **Bachelor's Degree in environmental education, biology, environmental studies, ecology or a related field required**
2. Desire to teach children and adults in an outdoor setting. Prior field experience is a plus
3. Enthusiasm and dedication to learn and master curriculum
4. Excellent oral and written communication skills
5. Proficient computer skills: Microsoft Office programs including PowerPoint, Word, and Excel, etc.
6. Professional, well organized, and safety conscious
7. Team player who is also able to take on leadership roles and responsibilities
7. Ability to deal professionally, effectively and courteously with other employees, volunteers and the public
8. Flexible in working hours and available for weekend and/or evening hours and special events
9. Adherence to all pre-internship procedures and policies:
  - Personal and/or telephone interview with Park/Friends staff member
  - Submission of required paperwork: Cover letter; Resume; References (3); Background screening

### **Position Requirements:**

1. Must be able to lift and carry objects and materials up to 50 lbs.
2. Must be able to safely navigate natural unimproved terrain and ensure the safety of program participants.
3. Must know, respect and follow safety policies and procedures given by the DOE
4. Must have the ability to communicate with students who have physical, mental, language, and behavioral issues; must be able to meet the learning needs of all students.
5. Must be able to consistently work in an outdoor setting with extreme weather conditions including but not limited to: hot, sunny, humid, rainy, and/or cold days.

### **Other:**

1. The statements contained in this position description reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or functions.
2. Individuals may perform other duties as assigned, including work in other functional areas to ensure public safety and enjoyment and as part of the MacArthur Beach State Park team.

### **Agency Responsibilities - MacArthur Beach State Park Will Provide:**

1. Exposure to a variety of administrative and hands on experiences such as: natural science education, budgeting, staff supervision, hiring, training, programming, marketing, special events, facility management/operations, the opportunity to attend staff, board, and advisory committee meetings, etc.
2. Development of skills in various program settings and areas; to increase his/her knowledge of the organization and administration of designing, implementing, and evaluating programs and services.
3. Opportunity to acquire skills and in-depth knowledge to pursue specific natural science education, outdoor recreation, and resource management careers
4. Experience in leadership, supervisory, and administrative functions within MacArthur Beach State Park (MBSP).
5. Supervision by a professional staff person(s) during all aspects of internship training and performance.
6. An orientation to MBSP and the Friends of MacArthur Beach State Park; basic philosophy, procedures, and mission.
7. Free housing on Park property (when applicable).
8. Facilitation/instruction opportunities of the Natural Science Education Programs
9. Curriculum writing to meet of Florida Next Generation Science Education Standards and Florida Standards.
10. Opportunities to work with and train volunteers and teachers.
11. Necessary uniforms and equipment.
12. Weekly meetings to answer questions and deal with concerns, and to map experience.
13. Observation of on-the-job performance to provide support, constructive suggestions, and interpretation of experience.
14. Completion and submission of an evaluation concerning performance.
15. Opportunity to integrate theory and practice in his/her professional education; to compare, evaluate, adapt, and adopt what is seen in practice to what has been previously experienced in theory.
16. Opportunity to gain an understanding and appreciation of the role, duties, and responsibilities of full-time professional staff for their future profession.

### **Additional Skills and Training Available:**

Naturalist Interns may receive training as nature center interpreters, animal care specialists, and nature walk interpreters, depending on time and interest. Interns may also participate in sea grass surveys, exotic plant removal, sea turtle nest surveys, turtle walks, habitat restoration, species surveys, research, and social media and web site posting.

### **Compensation Information:**

Naturalist Interns are not employees of the Florida Park Service nor the Friends of MacArthur Beach State Park, Inc. Naturalist Interns are volunteers for MBSP, Florida Park Service.

Naturalist Interns may elect to receive a stipend to help cover expenses incurred during their volunteer intern service. The stipend is a fixed amount of \$225 per week for service of 35 - 40 hours per week or \$113.00 per week for service of between 20 – 29 hours/week.

Limited housing is available, at no fee, for interns providing full time hours. If selected for housing, an intern will share a housing facility with other interns.

### **Naturalist Intern Housing:**

Housing is a 32 foot, air conditioned mobile home located on Park property. The home has two bedrooms, one bathroom, kitchen/dining area and living room. The home is equipped with two refrigerators, cooking utensils and dishes.

Housing is located on the Lake Worth Lagoon (Intracoastal Waterway) with a dock. Interns will be able to use staff kayaks to explore our vast waterways and coastal community. Our location is close to grocery stores, restaurants, a Mall and other shopping/entertainment complexes. **Although close in proximity, a vehicle is needed to get to these facilities.**

Housing will be provided free-of-charge to qualified Naturalist Interns that work at least 35-40 hours a week. Failure to follow Housing Policies may result in the Student Intern losing housing privileges and/or losing their Internship. The following policies must be upheld:

1. An inventory of household items will be done prior to and upon end of Intern period. Interns will be responsible for replacement of items lost or damaged.
3. Interns will need to supply sheets, towels, cleaning supplies and other personal supplies.
4. Alcohol is not permitted for Interns under the age of 21; no illegal drugs of any kind are permitted.
5. Smoking is not permitted in Intern Housing or in any Park building/pavilion/porch area. Limited smoking areas are located in the central part of the Park.
6. Overnight and/or late night guests are not permitted. All guests must be off property by 11:00PM.
7. Intern Housing will be subject to inspections, without prior notice, by Park or Friends staff.
8. In case of inclement weather, ie. hurricanes, housing will not be provided. Interns must find shelter on their own accord.

### **Intern Dress Code:**

- Clothing must fit correctly, not too tight or too loose.
- Closed-toe and closed-heel shoes
- Uniform shirt provided by Park
- Black shorts (mid thigh length)
- No visible piercings, except for stud earrings for female staff, and no visible tattoos

***If attire deemed unacceptable is worn, the supervisor will hold a private discussion with the intern and ask the intern to go home and change his/her attire immediately. Repeated policy violations will result in disciplinary action, up to and including termination.***

### **Naturalist Intern Timeline:**

<b>Orientation</b>		<b>Week(s)</b>
A	Meet Staff	1
B	Park Policies & Procedures, Curriculum/Schedule Overview	1
C	Park/Facilities Tour	1
D	Review Responsibilities & Expectations/Receive Intern Binder	1
F	Assignment of Uniforms, Equipment, Materials	1
<b>Attend Meetings</b>		
A	With Internship Supervisors	2-18
B	Park Personnel	2-18
C	Friends Committees	2-18
D	Friends Board of Directors	2-18
<b>Instruction and Training in Natural Science Education Programs</b>		
A	Review/Discussion of Education Programs	2-18
B	Instruction in Specific Skills for Natural Science Programs	2-18
C	Design and Development: Curriculum Development, Personnel Scheduling, Program Development, Facility/Park Management, Budget Development, Web site, (dependent on area of concentration)	3-18
D	Supervision: Working with Volunteers/Staff	3-18
<b>Professional Development</b>		
A	Teacher Workshops—Help Facilitate and Attend	Flexible
B	Conferences— Attend and Present	Flexible
<b>Participation in Programs/Daily Activities</b>		
A	Observation of Instructor/Staff Duties	As needed
B	Participate as Instructor/Facilitator/Staff	4 - 18
<b>Participation in Programs/Daily Activities outside of Natural Science Education Program</b>		
A	Observe and participate in other areas of Program/Park	Flexible
<b>Area Visitations</b>		
A	Visitation of other programs/facilities such as the Arthur R. Marshall Loxahatchee National Wildlife Refuge, Pine Jog Environmental Education Center, Loggerhead Marinelife Center, Palm Beach Zoo, J.W. Corbett Wildlife Management Area and Grassy Waters Preserve (Dependent on availability)	Flexible Schedule
<b>Internship Wrap-Up</b>		
A	Paper Completion of Internship	18
B	Return of Materials, Uniforms, Equipment	18
C	Evaluation of Internship Experience	18

**MacArthur Beach State Park/Friends of MacArthur Beach State Park**  
**Staff Overview:**

**Cheryl Houghtelin, Friends of MacArthur Beach State Park Executive Director**

Cheryl has spent over 25 years working for and with nonprofit organizations; during this time she developed expertise in providing strategic direction and day-to-day operational direction in leadership assignments, became skilled in strategic planning processes and plan implementation and other approaches to improve nonprofit organizational effectiveness.

Cheryl's education includes B.S. degrees from Indiana University; Public and Environmental Affairs (SPEA), and Recreation Administration, and a minor in Education. She has additional graduate and professional training in grant writing, communication, training and facilitating, organizational leadership and structure, executive management, strategic planning, marketing, capital development and fund raising, and team building.

**Veronica Frehm, Friends of MacArthur Beach State Park Director of Education**

Veronica has over 12 years of experience in Environmental Education, teaching, curriculum development and public outreach with grades K through 12.

Veronica has a Master of Environmental Education degree from Florida Atlantic University, and a B.A. in English from University of Florida. Her passion for the environment led her to certification as a facilitator trainer for Project WILD and Project Learning Tree.

**Art Carton, Park Services Specialist**

Art has served in the Florida Park service for 22 years, at MacArthur Beach since 2004, where he specializes in special events, Nature & Welcome Center administration, and native plants.

Art has a B.A. in psychology from Florida Atlantic University, and a degree in horticulture from Palm Beach State College.





**John D. MacArthur Beach State Park**  
Florida Department of Environmental Protection, Florida Park Service



**Friends of MacArthur Beach State Park, Inc.**

**NATURALIST INTERN PROGRAM APPLICATION FORM**

**Full Name:**

Permanent Address:

Present Address:

Telephone No.:

Telephone No.:

e-mail Address:

e-mail Address:

Month & Day of Birth:

Are you 18 or Older?

Driver License #:

In case of emergency, notify:

Name:

Relationship:

Address:

Telephone No.:

**Background Information**

Have you ever been convicted of a felony or a first degree misdemeanor?

**Yes**

**No**

Have you ever pled Nolo Contendere or plead guilty to a crime which is a felony or a first degree misdemeanor?

**Yes**

**No**

Have you ever had the adjudication of guilt withheld for a crime which is a felony or a first degree misdemeanor?

**Yes**

**No**

If yes to any of the aforementioned questions, what charges or convictions and where?

**Note:** A "Yes" answer to these questions will not automatically bar you from volunteering. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered. It is the policy of the Florida Department of Environmental Protection that all current and new volunteers, who are assigned to perform the duties of positions of special trust as designated by the secretary, may be subject to a security background check including fingerprinting as a condition of employment or working for or with the Department.



## EDUCATIONAL EXPERIENCE

**College Name:**

**Major/Minor:**

**Degree or Number of Credits Earned:**

**GPA:**

**Graduation Date:**

**When do you prefer to perform internship:**

Fall of \_\_\_\_\_ Spring of \_\_\_\_\_ Other \_\_\_\_\_

## WORK/VOLUNTEER EXPERIENCE

**Most Recent Employer:**

**Telephone Number:**

**Supervisor (Name & Title):**

**Position Title:**

**City, State:**

**Start Date:**

**End Date:**

**Description of Duties:** *(Use an additional sheet if necessary)*

**Employer:**

**Telephone Number:**

**Supervisor (Name & Title):**

**Position Title:**

**City, State:**

**Start Date:**

**End Date:**

**Description of Duties:** *(Use an additional sheet if necessary)*

## OTHER RELEVANT INFORMATION

**Career Plans:**

**University scholarships or academic distinction:**

**References: Please list up to three persons not related to you,  
who are familiar with your character and qualifications.**

Full Name and Title	Phone Number	Email Address

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Send completed application to:**

Cheryl Houghtelin, Executive Director  
John D. MacArthur Beach State Park  
10900 Jack Nicklaus Drive  
North Palm Beach, FL 333408

Questions? Call Cheryl 561.776.7449 Ext. 111 Cheryl@macarthurbeach.org