



## **Teen Environmental Action Mentorship (TEAM)**

*An Environmental Education Internship for Bay Area high school students*

### **Headlands Institute**

Golden Gate National Recreation Area, Sausalito, CA

**Work at the beach in the breathtaking Marin Headlands for a leading nonprofit environmental education organization.**

TEAM is a year-round paid internship in environmental education. Beginning with an eight day summer training, participants develop leadership and hands-on teaching skills while learning about the interconnections between themselves, natural, and urban environments. With the support of Headlands Institute education staff, Interns develop and lead interactive science and leadership based activities with our elementary and middle school field science participants. TEAM Interns work with an adult mentor Educator throughout the year to set and attain goals, gain first-hand experience of what it is like to be an Educator at Headlands Institute and to prepare and lead a lesson in an elementary school classroom of their choice. Interns also engage in community stewardship projects and learn about local environmental issues during the school year.

We seek applicants who are open to new experiences, want to be part of a diverse learning community and want to learn more about their environment and how they can make a difference. The ideal Intern candidates will be responsible and motivated young adults who enjoy working with elementary and middle school aged children. Candidates should be excited about one or more of the following: education, environment, science, community stewardship, leadership.

**Please note that no prior experience in environmental education or leadership is required.**

TEAM Intern responsibilities include:

- Serve as exemplary role models to elementary and middle school students.
- Represent Headlands Institute in a professional manner.
- Work cooperatively with fellow Interns and Headlands Institute staff.
- Clear and direct communication with mentors regarding punctual attendance and active participation in the program.
- Take responsibility for and organize personal and group teaching materials.
- A willingness to work both indoors and outdoors.

### **TEAM Intern Requirements**

- Currently enrolled in high school.
- Able to commit to the entire, one-year internship program.
- Attend TEAM summer training August 9-15, 2010.
- Attend one day of Headlands Institute staff training at the end of August.
- Work 430-7pm once a week (Tuesday or Thursday) September 2010-March 2011.
- Attend one TEAM Saturday event per month to participate in stewardship projects and/or enrichment trainings.
- Observe a Headlands Institute Field Science Educator for one full school day in the fall.
- Attend the following 1-3 day weekend events: TEAM mid-year retreat (January), TEAM spring retreat (April).
- Prepare and teach one lesson to an elementary or middle school classroom in your community in March.
- Attend the end of the year TEAM celebration in April.



## Applying for the TEAM Internship 2010

APPLICATION DEADLINE

Friday, May 7th

**Please fully complete the application (printed in blue or black ink or typed) before mailing. A complete application includes:**

All sections of the Application including:

- ☐ Part I: Applicant Information
- ☐ Part II: Time Commitment & Availability
- ☐ Part III: Letter signed by your parent or guardian
- ☐ Part IV: Essay Questions (2 pages)
- ☐ \*\*Letter of Recommendation from a teacher, mentor, employer or other adult.  
*\*\*May be sent in separately*

**Before you send in your application, we suggest you make a copy for your records.**

**Please mail completed application packets to:**

**Headlands Institute – TEAM Internship Program  
GGNRA Bldg. 1033, Sausalito, CA 94965**

For more information about TEAM, please contact:

Adam Schraft  
Youth Programs Manager  
team@naturebridge.org  
GGNRA Bldg. 1033  
Sausalito, CA 94965  
(415) 332-5771

[www.naturebridge.org/headlands/youth-leadership-programs](http://www.naturebridge.org/headlands/youth-leadership-programs)

Thank you for your interest in being a TEAM Intern with Headlands Institute!



## Teen Environmental Action Mentorship

*An Environmental Education Internship with Headlands Institute*

### Application

(Due by Friday, April 30<sup>th</sup>, 2010)

#### **Part I: Applicant Information** (Please print in black or blue ink or type)

Full Name (Please print)

\_\_\_\_\_  
First Middle name or Initial Last

Street Address \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Email \_\_\_\_\_  
Month Day Year

Gender Female/Male Ethnicity (optional) \_\_\_\_\_

\_\_\_\_\_  
School Name Grade (in fall '09) Expected date of graduation  
(Month Day Year)

Have you ever qualified for the free and reduced lunch program or for a financial need based scholarship?

How did you hear about the TEAM:



#### **Part II: Time Commitments and Availability**

(please attach a separate sheet if necessary)

I plan on participating in the following after school and/or weekend activities during the school year (please circle all that apply):

*Fall semester*

Sports	School club	Drama	School government	Tutoring
Other leadership program	Another job or internship	SAT Prep	Volunteering	Other (specify)

*Spring semester*

Sports	School club	Drama	School government	Tutoring
Other leadership program	Another job or internship	SAT Prep	Volunteering	Other (specify)

Please explain each item circled above. What will your level of involvement be (participant/organizer/leader etc)? How often will each activity occur?

**TEAM Intern Requirements (please circle any that you are unsure you can commit to)**

Staying enrolled in high school for the entire 2010-11 school year.

7 day summer training August 9<sup>th</sup> -15<sup>th</sup>.

1 day training with field science staff in the last week of August.

2-3 hour after school shift one day a week (Tuesday or Thursday) September 2010-March 2011.

One Saturday a month (10am-3pm) September 2010-March 2011.

Observing a Headlands Institute Field Science Educator for a day in the fall. (May need to be excused from school for 1 day).

Teaching one lesson in an elementary school classroom of your choice in March (need to be excused from school for one ½ day).

Midyear weekend retreat (January).

Spring weekend Retreat (April).

End of the Year Celebration Dinner (April).

If you circled any of the above, please explain why:

- **I fully understand the commitment involved in the Teen Environmental Action Mentorship (TEAM) Internship Program as outlined in the TEAM Intern Requirements. If I am selected I am willing to participate fully and to my best ability.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### Part III Parent/Guardian Approval

Dear Parent or Guardian,

Thank you for supporting your child in their application for the TEAM internship with Headlands Institute. By signing below, you acknowledge that you have read the overview of the TEAM internship, understand the requirements and expectations of the program and give your child permission to apply.

\_\_\_\_\_  
Print Name of Parent or Guardian

\_\_\_\_\_  
Relation to applicant

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_  
Print Name of 2<sup>nd</sup> Parent or Guardian (if applicable)

\_\_\_\_\_  
Relation to applicant

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_



#### **Part IV Essay Questions (1 of 2 pages)**

*Please answer all of the following. Use additional paper as necessary.*

1. Tell us about something you are passionate or excited about and why:
  
  
  
  
  
  
  
  
  
  
2. Why do you want participate in the TEAM internship program?
  
  
  
  
  
  
  
  
  
  
3. What are some of your current goals in life? How can the TEAM program help you to achieve them?
  
  
  
  
  
  
  
  
  
  
4. We are interested in recruiting a diverse group of interns with a broad range of experiences. Describe what your own unique contribution to the program would be. How might your perspective, culture and/or experience be an asset to the program?
  
  
  
  
  
  
  
  
  
  
5. How else might the TEAM program benefit from having you participate? Or, what unique skills or abilities do you feel you have to offer to the program?
  
  
  
  
  
  
  
  
  
  
6. Why are you interested in learning about environmental education and about being an educator?



#### Part IV Essay Questions (2 of 2 pages)

7. What interests you about interning with Headlands Institute?

8. Describe a time you had to work with others as a team. What was it like? What did you learn from this experience?

9. Is there anything else you would like us to know about you?

The following yes/no questions will help us get to know a little more about you. Please circle the answer the best represents your experience. If you circle yes, tell us about your experience. If you circle no, tell us what you hope to gain by having the experience. Remember, we are looking for a diverse range of candidates and it is ok if you have not had some or all of these experiences.

I have work or volunteer experience.	Yes	No
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I have experience working with children.	Yes	No
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I have participated in a leadership or internship program before.	Yes	No
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I have participated in an environmental program or club before.	Yes	No
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### **Letter of Recommendation**

Please ask a teacher, mentor, employer or other adult who is unrelated to you to write a letter of recommendation for you (up to one page) stating why they think you are an excellent candidate for the TEAM program.

Please be sure to review the TEAM internship program with this adult so that they can best speak to how you would be an asset specifically to the TEAM program. You may also refer them to: [www.naturebridge.org/headlands/youth-leadership-programs](http://www.naturebridge.org/headlands/youth-leadership-programs) for more information. Also, be sure to have them include the following in their letter: their name, a contact phone number, their relation to you and how long they have known you.

If this letter of recommendation accompanies your application, it must be in a sealed envelope and signed over the seal by the person recommending you. Alternately, it may be mailed separately or emailed by them to:

TEAM Internship Program  
GGNRA Bldg 1033  
Sausalito, CA 94965

[team@naturebridge.org](mailto:team@naturebridge.org)