



Teen Environmental Education Mentorship (TEEM)

An Environmental Education Internship for San Francisco and Marin 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.

TEEM is a year-round paid internship in environmental education. Beginning with a six 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. TEEM 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.

TEEM Intern expectations 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.

TEEM Intern Requirements

- Currently enrolled in high school.
- Able to commit to the entire, one-year internship program.
- Attend TEEM summer training August 8-13, 2011.
- Attend one day of Headlands Institute staff training at the end of August, TBD.
- Work 430-7pm once a week (Tuesday or Thursday) September 2011-May 2012.
- Attend one TEEM 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 TEEM mid-year weekend retreat (January).
- Prepare and teach one lesson to an elementary or middle school classroom in your community in March.
- Attend the end of the year TEEM celebration in May.



Applying for the TEEM Internship 2011

APPLICATION DEADLINE

Friday, April 29, 2011

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 – TEEM 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/team

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



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An Environmental Education Internship with Headlands Institute

Application

(Due by Friday, April 29th, 2011)

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 2011)

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 TEEM program?

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?

**** If participating or considering participation with a school sports team, please obtain a signed note from your coach acknowledging that they have reviewed the TEEM program commitments and that there will be no conflict with the TEEM program.**

TEEM 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.

6 day summer training August 9th -13th.

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

430-7pm work shift one day a week (Tuesday or Thursday) September 2010-May 2011.

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

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 Education Mentorship (TEEM) Internship Program as outlined in the TEEM Intern Requirements. If I am selected I am willing to participate fully and to my best ability.**

Signature

Date

Part IV Essay Questions (1 of 2 pages)

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 TEEM program.

Please be sure to review the TEEM internship program with this adult so that they can best speak to how you would be an asset specifically to the TEEM program. You may also refer them to: 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:

TEEM Internship Program
GGNRA Bldg 1033
Sausalito, CA 94965

teem@naturebridge.org