



## **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 and community stewardship. 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 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 9-16, 2009 including one overnight.
- Attend one day of Headlands Institute staff training at the end of August.
- Work one 2 hour teaching shift a week (Tuesday or Thursday) throughout the school year.
- Attend one all-TEAM Saturday per month to participate in stewardship projects and/or enrichment trainings.
- Observe a Headlands Institute Field Science Educator for one day in the fall.
- Attend the following 2-3 day weekend events: TEAM mid-year retreat (January), TEAM spring retreat (May).
- Prepare and teach one lesson to an elementary or middle school classroom in your community.
- Attend the end of the year TEAM celebration in May.

## Applying for the TEAM Internship 2009

### APPLICATION DEADLINE

All applicants notified by

Friday, May 8

Friday, June 5

**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

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

GGNRA Bldg. 1033

Sausalito, CA 94965

(415) 332-5771

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, May 8th)

#### 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)

How did you hear about the TEAM 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?

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

- Staying enrolled in high school for the entire 2009-10 school year.
- 8 day summer training August 9-16.
- 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 - mid May
- One Saturday a month (10am-3pm) during the school year
- Observing a Headlands Institute Field Science Educator for a day in the fall. (May need to be excuse from school for 1 day)
- Teaching one lesson in an elementary school classroom of your choice (or other Community Education project) in the spring (need to be excused from school for one ½ day)
- Mid year weekend retreat (January)
- Youth Quest weekend conference (March)
- Spring weekend Retreat (May)
- End of the Year Celebration Dinner (June)

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.

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Print Name of Parent or Guardian \_\_\_\_\_ Relation to applicant \_\_\_\_\_

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

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

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

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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 (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

I have experience working with children.

Yes                      No

I have participated in a leadership or internship program before.

Yes                      No

I have participated in an environmental program or club before.

Yes                      No



## **Teen Environmental Action Mentorship**

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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.headlandsinstitute.org/team.html](http://www.headlandsinstitute.org/team.html) 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:

TEAM Internship Program  
GGNRA Bldg 1033  
Sausalito, CA 94965

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