

Albany Pine Bush Preserve Commission
JOB DESCRIPTION

Job Title:	Summer Environmental Education Internship
Department:	Education
Supervisor:	Jackie Citriniti, Lead Educator
Location:	195 New Karner Road, Albany, NY
FLSA Status:	Non-Exempt
Classification of Position:	Seasonal, Full Time
Dates of Employment:	May-August 2026.
Compensation and Hours Per Week:	\$18.00/hour; 37.5 hours/week-Tuesday-Saturday
Housing:	Available as taxable benefit
Date prepared:	December 2025

Summary of Position:

The Albany Pine Bush Preserve Commission (APBPC) Summer Environmental Education Internship is a unique opportunity to gain experience in the field of Environmental Education in a globally rare ecosystem.

The APBPC is a public-private partnership that protects and manages the Albany Pine Bush Preserve and provides the public with educational and recreational opportunities.

The 3,400+ acre preserve, located in New York's Capital District, protects northeastern interior pine barrens including one of the best remaining inland pitch-pine scrub oak barrens in the world. The APBP is a National Natural Landmark and is home to more than 20 percent of the species designated as New York State wildlife *Species of Greatest Conservation Need*, such as the endangered Karner blue butterfly. Characterized by rolling sand dunes and over 20 miles of trails, the APBP provides visitors with unique opportunities for hiking, bird watching, cross-country skiing, horseback riding, mountain biking, hunting, fishing, and canoeing.

The APBPC is seeking a dynamic person to serve as a Summer Environmental Education Intern. This role is a member of the Education Department and works to implement comprehensive education programs for the APBP in alignment with the APBPC Management Plan and Community Connection Initiative. Guided by the Lead Educator, the primary responsibility of the Summer Environmental Education Intern is to help promote greater public awareness and appreciation for the Albany Pine Bush Preserve through education.

The intern, after training, will complete the duties and responsibilities below. Interns may also have additional learning opportunities by participating in APBPC science, fire, and stewardship activities.

Opportunities available for the Summer Environmental Education Internship include:

- Housing available as a taxable benefit
- Paid professional development opportunities including interpretive training.

Essential Duties and Responsibilities:

1. Lead Pine Bush-centered, interactive, and hands-on education programs for a diversity of school (and home school) groups and the public.
2. Share responsibility for program set-up and clean-up including Discovery Center classrooms.
3. Assist with interpretive writing including creation of brochures and other publications.
4. Use online applications for virtual programs and webinars including Zoom and Google Classroom.
5. Provide interpretive (educational) services for Discovery Center visitors both in person and remotely that help connect them to, and spark their interest in, the APBP.

6. Operate the gift shop including opening and closing the register, filling out daily revenue report forms, following and adhering to established cash and merchandise handling procedures, receiving deliveries, pricing, and labeling merchandise and organizing shop inventory for display.
7. Monitor, clean, open, and close the Discovery Center and exhibits.
8. Provide animal care for the Discovery Center's captive turtle collection.
9. Work alongside and lead volunteers.
10. Share coverage of weekend and evening interpretive programs and weekend front desk.
11. Communicate with supervisor to resolve any unforeseen problems or questions.
12. Other duties as assigned by supervisor.

Preferred Qualifications:

- Interest and background in natural science, environmental science, cultural or natural history interpretation, biology, elementary/secondary education or other related fields.
- Experience leading programs for a diversity of audiences or public speaking experience preferred.
- Excellent interpersonal skills and a positive, enthusiastic attitude.
- Excellent written and oral communication skills with people of all ages.
- Knowledge of natural sciences or interest in learning.
- Experience working with Microsoft Office's suite of software applications.
- Ability to prioritize and complete tasks independently with respect to timeline(s).
- Attention to detail and ability to self-start.
- Valid driver's license and willingness to travel locally for work purposes (personal vehicles not required).
- Able to work flexible hours, including weekends and some evenings.
- Preferred CPR trained or willingness to become certified.
- Work requires minor physical exertion and infrequent exposure to disagreeable elements.

APBPC is an Equal Opportunity Employer.

APBPC does not discriminate in its employment opportunities or practices on the basis of an individual's actual or perceived race, color, sex, national origin, ethnicity, hairstyle and hair texture, military or veteran status, mental or physical disability, marital status, sexual orientation, sexual and reproductive health decisions, gender identity, transgender status, genetic information/predisposition or carrier status, age, religion, creed, domestic violence victim status, and any other classification protected by federal, state or local law.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of APBPC for this job. Duties, responsibilities, and activities may change at any time with or without notice. APBPC is an at-will employer.

APPLICATION DEADLINE:

Deadline: 4:00 pm, March 2, 2026

Please e-mail cover letter, résumé, and three references to:

Jackie Citriniti

jcitriniti@albanypinebush.org

No phone calls please.