

Job Posting: Blue Sky Fund Summer Programs Intern 2025

Blue Sky Fund is a Richmond non-profit with a mission to provide transformational experiences for Richmond area youth through outdoor education. We have two core program areas – academic and adventure. We are currently seeing a Summer Programs Intern to assist with administrative and program tasks between June 9 - August 15, 2025. For a more detailed description of our core programs, please visit our website www.blueskyfund.org.

Qualifications:

- Applicant must be a currently enrolled student
- Interest in learning about the day to day administrative and programmatic operations of a small non-profit organization
- Relevant work experience is preferred.
- Academic training in education, recreation, natural resources, natural science (geology, biology), or environmental science is an advantage.
- Preference will be given to candidates with a strong experience in teaching or youth leadership, excellent communication skills, and demonstrated interest in environmental and experiential education

Job Responsibilities:

- Co-lead in-person program facilitation for Blue Sky's summer Outdoor Adventure Clubs as requested by Program Instructors
- Support Program Coordinators in the preparation of lesson plans, creation of new and/or modified activities, and generation of educator training plans for the 2024-25 program year
- Completion of necessary administrative work - data entry, donor record management, event support, program evaluation analysis, etc - to support all aspects of Blue Sky Fund's programming and fundraising
- Other duties as assigned based on situational needs.

Job Details: The window of this position runs from June 9 - August 15, 2025. Compensation for this position is \$15/hr for 8 weeks of work, 30 hours/week at maximum, between June 9-August 15, totalling \$3600 in pay. There is also a \$150 professional development stipend (i.e. conference attendance, association membership, etc.).

To Apply: Please fill out an online application at blueskyfund.org/get-involved/employment If you have any questions, please contact Josh Bearman, Programs Director via email at josh@blueskyfund.org.

Application will be reviewed on a rolling basis. Priority given to applications received by May 5, 2025.

Blue Sky Fund is committed to creating a diverse, inclusive, and equitable workplace in which all participants, employees, volunteers and supporters of all genders, races, ethnicities, national origins, ages, sexual orientations, identities, education levels, and abilities feel valued and respected.