

Valley Quest Summer Internship

Vital Communities seeks an Intern to support the mission and function of the Valley Quest program.

Mission Statement: Vital Communities engages Upper Valley citizens, organizations, and communities in creating solutions to our region's challenges and opportunities.
Responsible To: Valley Quest Coordinator
Effective Date: May or June-August or September 2019 (flexible; 14 or 18 weeks)
Status: 20 hrs/wk. Stipend available: \$600-800 depending on duration

To Apply: E-mail resume and cover letter to Valley Quest Coordinator: lauren@vitalcommunities.org.

Background: [Valley Quest](#) is an award-winning, place-based education program that uses treasure hunts to celebrate community, natural history, cultural sites, stories, and special places. Our award-winning program has been replicated throughout the United States and abroad.

Engaging approximately 5,000 Questers each year, Valley Quest features more than 170 active treasure hunts created by children and adults. Each Quest includes three components: 1) Clues teach visitors how to see or read a community story; 2) Handmade maps guide them along the route to the treasure site; and 3) Treasure boxes on site contain a story about the site, a sign-in logbook, and a hand-carved stamp featuring a symbol for the site. Armed with handmade passports and stamps of their own, Questers collect the site stamp in their passports and leave their personal impression in the logbook. Sites vary widely, from wetlands and town forests to abandoned mills, historic cemeteries, and main streets.

Essential Duties and Responsibilities of Valley Quest Intern

Vital Communities seeks an outdoor enthusiast to join our team as a summer intern with the Valley Quest program. This position offers a mix of office and field work and requires weekend availability.

Program Outreach and Office Assistance (10-15 hours/week. Office-based)

- Update Quest clues and information on the Vital Communities website
- Write monthly newsletters, 2x/month blog posts, and weekly Facebook posts for Valley Quest
- Lead guided Quests for interested groups and represent Valley Quest at community outreach events
- Assist in promoting Valley Quest program initiatives like the Super Quest and guided Quests
- Assist in the development of localized Quest books
- Work with Valley Quest Coordinator to augment select Quests
- Other duties as assigned

Quest Monitoring and Evaluation (5-10 hours/week. Field-based)

- Assist with monitoring/replacing missing treasure boxes and materials as necessary
- Evaluate existing Quest clues and update as appropriate

Visit vitalcommunities.org/valleyquest for more information about Valley Quest.

Minimum expectations/qualifications:

Applicants **MUST** have:

- Personal transportation to travel to and from Valley Quest locations
- The physical ability to hike any of the Valley Quests
- Local housing
- Weekend availability
- A working understanding of PC computing and social media
- A willingness to try simple troubleshooting

Desired skills include:

- Attention to detail; efficient and effective organization skills
- Creativity suited to brainstorming and generating solutions
- The ability to provide patience and guidance while working with multi-generational audiences
- The ability to take on a diverse set of tasks and complete them efficiently at one's own direction
- An optimistic positive presence when interacting with the public on Vital Communities' behalf
- An aptitude for graphic design
- A working understanding of WordPress

General Expectations of All Staff and Interns

- Understand and support the mission of Vital Communities as expressed by the Board.
- Network with allied organizations and initiatives.
- Coordinate and integrate efforts with staff working on other Vital Communities programs.
- Greet the public through all channels of communication with courtesy and respect.
- Work in a safe manner and report any safety hazards to the Executive Director.
- Maintain individual work station and office in a clean, attractive manner.
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality, and resource utilization.
- Strive to upgrade old skills and learn new ones.
- Employ good communication skills by sharing information, listening to others, and giving positive input.
- Work as a team member by helping others and making suggestions for improvements.