

JOB DESCRIPTION

Position Title: Conservation Internship

Written By: Susan Mertz, Director, Horticulture

Position Reports to: Julie Copley, Conservationist

Effective Date: Flexible Start Date

Department: Horticulture

Exempt/Non-Exempt: Summer, Full time, up to 40 hours per week, Non-Exempt, \$13.50 Hourly

1. Position Summary

The Conservation Intern will have the opportunity to assist with stewardship of natural communities, mostly prairies, owned by Powell Gardens. Additionally, the intern will gain experiences in environmental education outreach and volunteer management.

Powell Gardens strives for excellence with conservation stewardship and horticultural display and the impact on visitor experience, emphasizing the quality of collections, materials, function, and design. By maintaining exemplary standards of horticultural care, we reflect this commitment to excellence, ensure the optimal health of our living collections, and create a landscape of enduring beauty giving a positive impact on visitor experience.

2. Essential Functions

Restoration and Management Tasks at Ona's Prairie and Powell Gardens

- Floristic inventories
- Seed harvest
- Woody encroachment management
- Documentation of management
- Data input

Collection Care and Display

- Meadow trails and paths
- Native plant display gardens
- Mead's milkweed conservation plot
- Byron Shutz Nature Trail System maintenance

Invasive Species Management

- Learn to identify invasive plant species and proper removal techniques

Outreach

- Partake in organized prairie tours
- Learn strategies to lead brief prairie walks
- Represent Powell Gardens and Ona's Prairie in the conservation community

Volunteers

- Provide direction and support for Conservation Crew at Powell Gardens and Ona's Prairie.
- Ensure volunteers are utilizing best practices.

- Engage and assist citizen science volunteers

3. Sphere of Responsibility

- Member of the horticulture team at Powell Gardens
- Ambassador for Powell Gardens
- Visitor interaction

4. Internal and External Contacts

Internal: All levels of staff and volunteers

External: Vendors, donors, Board members, visitors, members, contractors

5. Consequence of Error

This position assists with care and management of the natural communities at Ona’s Prairie and Powell Gardens. The overall presentation and sustained stewardship of these areas are critical for conservation and often provide the visitor with their first impression. The inability to provide the leadership and quality of these areas will affect the overall visitor experience, donor cultivation and community support. Performing work responsibilities in a timely manner according to the schedule is critical. High standards must be upheld in all areas under this position. Advocacy and problem-solving are key to success for this person.

6. Experience/Education

Education	Students enrolled in an AAS, Bachelor’s or Master’s program in relevant field such as horticulture, botany, ecology, environmental science, wildlife biology, restoration ecology, entomology, landscape maintenance, agriculture, etc.
Experience	None
Knowledge	Passion for horticulture, nature, native plants Willingness to work hard and take constructive criticism to grow as a professional Basic working knowledge of office technology products including Excel and Word.
Communications	Attention to detail Good communication skills Understanding of role in a team
Core Competencies	Dependability Consistently punctual performs tasks with minimal supervision; consistently delivers for the organization Instills Trust Demonstrates respect of others through honoring commitments; demonstrates fair and ethical behavior with customers and employees; is consistently aware of the shadow he/she casts; gains the confidence and trust of others easily; expresses self in credible and transparent manner Policy/Procedure

Measures work habits and attitudes as they apply to work safety; considers the contribution to accident prevention, and safety awareness; has the ability to keep the workplace safe and tidy; adheres to all organization policies and procedures

Teamwork

Displays a willingness and cooperativeness when dealing with co-workers; provides meaningful feedback to the team; can receive meaningful feedback from the team; is transparent and diplomatic; understands and delivers in his/her role on the Powell Gardens team

Work Production

Work product is complete, accurate and organized; reflects best practices and high standards; completes assigned work efficiently and in an established time frame; works to complete objectives and sees a task through to the end while taking into consideration current responsibilities and workload

7. Work Environment/Physical Requirements

- Primarily Monday-Friday, 7/7:30 am to 3:30/4 pm; must be open to flexible hours as deemed necessary and weekends as scheduled. Start date is negotiable.
- Ability to work in rural setting with access to minimal facilities.
- Must have a valid driver’s license and mode of transportation.
- Capable of kneeling, standing and bending for extended periods of time
- Ability to move quickly, lift items weighing 25 lbs and accept physical requirements necessary to execute work
- Ability to work in varying weather situations including rain and heat.

8. Time Commitment

Those seeking college credit and or paid for the internship must complete the required number of contact hours required by their respective institutions. The standard number of hours for an intern at Powell Gardens for successful completion is 40 hours/week for 12-16 weeks. (or) The intern will complete an average of 20 hours/week for 12-14 weeks. Interns will start the internship between mid-May/early June and end mid-August.

9. Application Process

Students interested in the internship must submit the following to Julie Copley, jcopley@powellgardens.org

- Cover Letter addressing the following:
 - Why are you interested in the internship and what do you expect to gain from the experience?
 - What are your career goals?
 - What four areas of conservation are you currently most interested in?
- If you are seeking credit, how many hours do you need? Attach a course description to the application.

- Resume
- Three references: professional, academic, and/or personal

Disclaimer Statement:

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.

Accepted By: _____ Date: _____