

JOB TITLE: **NATURAL AREAS INTERNSHIP**
DEPARTMENT: **NATURAL AREAS**
REPORTS TO: **FOREST MANAGER**
FLSA STATUS: **NON-EXEMPT**

SUMMARY OF POSITION:

Interns will work in Bernheim Forest natural areas assisting Bernheim staff with restoration and management. Duties include, but are not limited to, assisting in wildlife restoration and monitoring projects, invasive exotic species removal projects, water quality research projects, maintenance and monitoring of restoration projects, threatened and endangered species monitoring and management, GPS/GIS mapping, and collecting native plant seeds. Field trips, workshops, and seminars are offered when available. Interns will work to develop and complete a project during their internship, one of benefit to Bernheim and relevant to the intern's area of interest.

There are two internship positions available. This is a twelve weeks (not to exceed 480 hours), full time position. The Natural Areas Intern will report directly to the Forest Manager. The working hours are typically 7:45 a.m. to 4:15 p.m., five days per week. Workdays may include Saturday and/or Sunday, and the working hours are subject to change in response to project needs. This internship includes working some long days and outdoors, in inclement weather or in remote settings. Ticks, chiggers, biting insects, and poison ivy will be encountered on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Interns will assist the Natural Areas staff with management, monitoring, and research within the 14,378 acre Bernheim Forest. Other duties may be assigned.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

TEAMWORK - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

DIVERSITY - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

ORGANIZATIONAL SUPPORT - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

SAFETY AND SECURITY - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

DEPENDABILITY - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Lack of experience may be substituted with education and a strong willingness to learn.

- An understanding of ecosystem processes and land management principles. Interns should be committed to practicing responsible and effective land stewardship.

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- Familiarity with the use of GPS and GIS technologies.
- Familiarity with operation and use of vehicle with standard transmissions, herbicide spray tanks, chippers, chainsaws, string trimmers, leaf blowers and hand tools.
- Ability to work with minimal supervision in remote areas in proximity to wildlife.
- Ability to communicate and work effectively with a team.

EDUCATION AND/OR EXPERIENCE:

Bernheim Natural Areas Intern Program is open to all students who study forestry, conservation biology, botany, biology, or related disciplines. Preference is given to applicants with an interest in pursuing a career in ecology, biology, wildlife management, botany, or related disciplines.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Windows 7, Microsoft Word, MS Powerpoint, ArcGIS, and internet.

CERTIFICATES, LICENSES, REGISTRATIONS:

Interest in restoration ecology and willingness and ability to work in a remote, outdoor setting is required. Valid driver's license is required, as intern may drive a Bernheim vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk, sometimes a distance of several miles. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts.

APPLICATION INSTRUCTIONS:

Email your resume and letter of application to lruessavage@bernheim.org or mail to the attention of Lori Russavage, Natural Areas Internship, Bernheim Arboretum and Research Forest, P.O. Box 130, State Highway 245, Clermont, KY 40110.

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