

Bernheim Arboretum and Research Forest

Job Description

Job Title: Natural Areas Intern
Department: Natural Areas
Reports To: Natural Areas Manager
FLSA Status: Non-Exempt

Summary

Interns will work in Bernheim Forest Natural Areas to assist with restoration and stewardship. Duties include, but are not limited to, invasive species monitoring and management, trash removal, GPS/GIS data collection and mapping, boundary surveys, chemical safety and management, basic road and trail maintenance, volunteer/staff workdays and events, and research project facilitation.

The working hours are typically 7:45 a.m. to 4:15 p.m., three days per week. Workdays may include Saturday and/or Sunday, and the working hours are subject to change in response to project needs. This is a seasonal position. This position 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 include the following. Other duties may be assigned.

Interns will assist the Natural Areas staff with management, monitoring, and research within the 16,137 acre Bernheim Forest.

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.

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.

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.

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.

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 on rugged terrain, 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.

Computer Skills

To perform this job successfully, an individual should have knowledge of Windows operating system, Microsoft suite, and ArcGIS.

Certificates, Licenses, Registrations

Valid driver's license is required, as intern may drive a Bernheim vehicle. A temporary pesticide license administered by the Kentucky Department of Agriculture must be obtained during the internship.

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.

Please e-mail cover letter and resume to: Deborah Medley, Human Resources Coordinator

E-mail address: dmedley@bernheim.org

Closing Date: March 2021