

Job Announcement
Part-Time Position- Conservation Intern
September 2013 to May 2014

Internship Description

Part-time, temporary, paid internship position, assisting Alameda County Resource Conservation District (RCD) staff with "Hands-On Conservation" stewardship workday events. Activities include helping lead small groups of student and community volunteers in installing and maintaining native plants, picking up trash along creeks, removing invasive species, maintaining trails, and monitoring and recording improved habitat conditions at adopted spots located primarily in Castro Valley, Union City, and Fremont.

This position is an entry-level position with necessary training provided. The conservation intern must be physically capable of doing hands-on stewardship work in an outdoor setting, comfortable interacting with young people and the general public, and have an enthusiastic and positive attitude. Coursework in environmental studies/restoration, conservation, natural sciences, horticulture, or related fields, and experience working with and educating the public is necessary for this position. The intern may also work as an assistant to other RCD staff if additional work is available. Hours per week will vary, depending on workday and event schedules, but will average at least 8-16 hours a month between September and May. Must be available for one to two Saturday morning workdays per month; scheduled hours on weekdays can be flexible. This is an ideal position for a college student. Occasional work at the RCD office in Livermore. Duration of internship may be extended into the summer of 2014.

Duties

- Assist RCD staff with conducting restoration site enhancement and maintenance workdays, working side-by-side with volunteers.
- Help prep materials and set up for workday, and take down after. Safely use an array of tools, and ensure that they are properly used by volunteers at the workdays.
- Learn and employ the conservation practices, methods and procedures utilized by the program.
- May be given the opportunity to occasionally assist other RCD staff with additional tasks related to conservation activities of the RCD.
- Travel from your home directly to workdays to set up and work using materials provided by the RCD.

Position Requirements

- Basic knowledge of environmental concepts related to watersheds, water pollution and conservation; college-level environmental studies/science courses preferred.
- Field experience in natural site restoration, conservation, agriculture, or other related type of field work and interest in and ability to do physical labor.
- Experience working with groups of middle school and high school students and members of the general public preferred. Able to lead small group activities at workdays, once trained. Very safety conscious. Energetic and enthusiastic.
- Willing to learn program concepts and then informally help educate the public during the workdays in an appropriate manner; experience in presenting educational materials and/or programs a plus.
- Excellent organizational skills; organized, neat, punctual, detail oriented.
- Experience working as part of a team or group; strong interpersonal communication skills, flexible.

- Able to lift equipment up to 50 lbs. Able to work outdoors, using tools (no power equipment), doing planting and cleanups along creeks and on uneven ground, sometimes in hot weather.
- Must have reliable car (workday sites not conveniently reached by public transportation), auto insurance, valid CDL.
- Able to work on specified dates set at least a month in advance, start work early mornings, arrive on time, navigate way to events in East Bay (Alameda County). May work some hours at RCD office in Livermore.
- Must have computer with daily, reliable access to internet, and phone for program communications.

Additional Information

Compensation: \$19 per hour, plus mileage reimbursement. No benefits.

Hours: at least 8-16 hours per month; possibility of additional hours for work assisting other staff members. Flexible work times for weekday work. The RCD cannot guarantee work hours each week, as the schedule can vary depending on work load, holiday periods and weather. Must be available for at least one Saturday morning workday per month, including Sat. Sep't. 21st for Coastal Cleanup Day, October 26th Make a Difference Day, January 20th MLK Day (Monday holiday), and April 19th and 26th for Earth Day.

Hiring requirements: resume and cover letter; applicant may later be asked to provide DMV printout, proof of insurance, and references.

To apply: if you have the necessary qualifications outlined above, please email your resume and a short cover letter expressing your interest in and availability for the position, **as soon as possible, but before August 7th** to:

Amy Evans, Resource Conservationist,
Alameda County RCD
amy.evans@acr.cd.org
(925) 371-0154 x 112

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Alameda County Resource Conservation District
3585 Greenville Rd. Suite 2
Livermore, CA 94550
www.acr.cd.org
(925) 371-0154