Stewardship Intern Job Description

Title: Stewardship Intern

Pay Level & Current Wage: $10/hr

Typical Length of Employment: ___X___ Academic Year     ______Summer     _____ Other

Number of Positions: 2

Department: Calvin College Ecosystem Preserve

Locations: Bunker Interpretive Center, Ecosystem Preserve House on Lake Drive, & Flat Iron Lake Nature Preserve in Greenville, MI

Supervisor: Jen Howell, Land Manager, jlh89@calvin.edu

Schedule: 5 to 15 hours a week depending on projects and student’s schedule. Some weekend work required.

Purpose of Position (Summary): The stewardship intern will engage in a variety of tasks (plant propagation, restoration plantings, invasive plant control, landscape maintenance, trail maintenance, etc.) to allow Calvin College to pursue active stewardship of lands within the boundaries of the campus in general and the Ecosystem Preserves in particular.

Primary Responsibilities:
- Working on a variety of land management tasks (i.e. trail and trail structure maintenance for preserve access, native plant demonstration site installation and maintenance, invasive plant control, native plant propagation, etc.) to allow Calvin College to pursue active stewardship of lands within the boundaries of the Ecosystem Preserve and Flat Iron Lake Preserve.
- Contributing to short and long-term research projects such as assessing the impacts of restoration projects in various parts of the preserve.
- Actively participating in training to develop the knowledge and skills needed to maintain and expand proficiency in subject-matter content, field science process and land management skills.
- Supervising CCEP volunteers working on various land management projects.
- Assisting with educational programs at the Bunker Interpretive Center as needed.
- Ensuring the health and safety of staff, volunteers, and visitors.
• Undertaking other duties as assigned.

**Required Skills/Experience/Qualifications:**

- Prior experience in land management practices (i.e. trail maintenance, invasive plant control, proper use of power equipment, etc.) and experience in field biology studies (field identification of plants and animals, sampling strategies, use of dichotomous keys for plant identification, etc.). Experience gained working at CCEP in the position of Summer Preserve Steward, Preserve Steward, Summer Researcher or similar position in another organization is required.
- Must have junior or senior status at Calvin majoring in Biology, Geology, or Environmental Science.
- Prior experience leading a group of students and/or volunteers is desirable.
- Ability to act independently in preparing for and setting priorities among various tasks to be accomplished.
- Must have excellent oral and written communication skills. The intern needs to communicate instructions clearly to volunteers and to write detailed notes in the daily observation journal, and be willing to engage and confront visitors breaking the rules with diplomacy and conviction.
- Must have a valid driver’s licenses and be able to drive automobiles on public roads and highways. Must be certified as a Calvin “Approved Driver” in order to use college vehicles. Ability to operate and drive a tractor is also desirable.
- Willingness to work outside in a variety of weather conditions, in and around poison ivy, tall grass, thorns, and insect infested areas.

**Benefits:** Gain experience working in a team setting, build your resume, spend time outside, contribute to significant restoration projects, learn more about God’s creation and yourself.

**How to Apply:** To apply for this position you must fill out an Ecosystem Preserve Student Employee Application online at www.calvin.edu/go/preserve. Completed application should be emailed to Jen Howell, Land Manager at jlh89@calvin.edu. If preferred, a hard copy can be delivered to the mailbox outside of EI 114 Conference Room in the Bunker Interpretive Center.

**Application Deadline:** Friday, September 7, 2018