



CALVIN

ECOSYSTEM PRESERVE

Plant Propagation Intern Job Description

Title: Plant Propagation Intern

Pay Level & Current Wage: Omega – (\$9.60 2018/2019 academic year)

Typical Length of Employment: Academic Year Summer Other

Number of Positions: 1

Department: Calvin College Ecosystem Preserve

Locations: Bunker Interpretive Center, Lake Drive Greenhouse

Supervisor: Jeanette Henderson, Program Manager – jmh46@calvin.edu

Schedule: 5 to 8 hours a week. Majority of hours are scheduled during the week. Some evening and Saturday work required occasionally.

Purpose of Position (Summary): To assist the Preserve staff with the propagation and cultivation of native plants for Preserve use and for sale. This includes, but not limited to, assisting with propagation and cultivation of 100+ native plant species, pest and disease monitoring and management, weeding, watering, seed collection and processing, retail plant sales, record keeping and data entry, working with volunteers, and keeping spaces clean.

Primary Responsibilities:

- Propagating plants in greenhouses including sowing seeds, transplanting seedlings, weeding, watering and monitoring for pest and disease.
- Weed, water, organize and monitoring stock in the native plant enclosures for pests and disease.
- Assist with seed collection, viability assessment, and storage.
- Learn how to identify native plants of the Great Lakes region including as seedlings and as mature plants.
- Assist with record keeping and data collection for ongoing propagation and cultivations projects.
- Work with and train volunteers in plant propagations and seed collection techniques and ensure their safety.
- Learn to follow proper safety practices.

- Assist with research and development of techniques to ensure high germination and growth rates for species as well maintaining healthy plants.
- Assist with the management/operations of the greenhouse, glasshouse, native plant nursery enclosures including keeping the spaces cleaned and organized, stocked with supplies and working properly.
- Assist with marketing and sale of nursery stock during the annual native plant sale in May.
- Develop outreach materials related to native plants and pollinators for the native plant sale and gardens.
- Perform additional duties as requested.

Required Skills/Experience/Qualifications:

- Exhibit a willingness, curiosity and an excitement to learn about native plants of the Great Lakes Region, plant propagation, gardening and the ecology and natural history of the flora and fauna of West Michigan.
- Must be able to work both independently and collaboratively.
- Must follow directions well and be detailed orientated.
- Needs to be self-starter with the ability to take initiative and know when to ask for help.
- Must have strong organizational skills and have the ability to manage multiple projects at the same time.
- Must have excellent oral and written communication skills. The intern needs to communicate instructions clearly to volunteers and write detailed notes.
- Competency in using Microsoft Office Suite and Google Apps.
- Must have a valid driver's licenses and be able to drive automobiles on public roads and highways. Must be certified or be willing to obtain certification as a Calvin "Approved Driver" in order to use college vehicles.
- Passionate about caring for God's creation and commitment to the Ecosystem Preserve's mission.

Preferred Skills/Experience/Qualifications:

- College-level coursework in botany, horticulture, plant taxonomy, plant physiology, environmental science, or previous work experience with native plants preferred.
- Familiarity with horticultural practices, nursery operations, and/or previous work in a greenhouse or farm setting a plus
- Experience working with volunteers preferred
- Interested in working multiple semesters preferred

Physical Requirements: Interns will work in greenhouses, general office setting, and outside in the native gardens and the Preserve. Interns should be capable of rigorous outdoor work including lifting, digging, weeding, and sustained walking. They also must have tolerance for getting dirty, working in heated greenhouses and outdoors in a variety of weather conditions and exposure to biting insects, poison ivy, thorns, etc. Interns need to be able to lift at least 25 lbs.

Benefits:

- This position provides valuable professional experience for college students interested in becoming a horticulturalist, botanist, ecologist, land manager, greenhouse manager, landscaper, landscape architect, naturalist, interpreter, park ranger, etc.
- Develop native and invasive plant identification skills.
- Learn more about native plant propagation and production, project management, volunteer management, display garden maintenance, event management, and public education and interpretation

- Get a behind the scenes look at what makes our organization work and gain knowledge and increase skills in your program area.
- Participating in the development of an expanding nursery and new public native gardens.
- Opportunities to network with professionals and attend field trips
- Earn a great reference.
- Enjoy spending time outside.
- Learn about scientific research and environmental education at the Preserve.

How to Apply: To officially apply for this position you must fill out an Ecosystem Preserve Student Employee Application online at www.calvin.edu/go/preserve (under Get Involved Section). Completed application and supporting documents including resume and 3 references need to be delivered to:

Jeanette Henderson, Program Manager at jmh46@calvin.edu or deliver them to the mailbox outside of EI 114 Conference Room in the Bunker Interpretive Center

Application Deadline: Rolling- You are welcome to apply at any time to be considered for future positions when they open.

Opening for Spring 2019- Applications received by 5 pm on Friday, Feb 1, 2019 will be given full consideration. Interviews begin the week of Feb 4, 2019