



# CALVIN

## ECOSYSTEM PRESERVE

## Summer Stewardship Intern Job Description

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**Title:** Stewardship Intern

**Pay Level & Current Wage:** Beta - \$10.20 per hour

**Typical Length of Employment:** \_\_\_\_\_ Academic Year     Summer    \_\_\_\_\_ Other

**Number of Positions:** 4

**Department:** Calvin University Ecosystem Preserve

**Locations:** Calvin Ecosystem Preserve & Native Gardens, Ecosystem Preserve Headquarters on Lake Drive, and Flat Iron Lake Nature Preserve

**Supervisor:** Jen Howell, Land Manager – [jlh89@calvin.edu](mailto:jlh89@calvin.edu)

**Schedule:** Approximately 11 weeks: May 26-August 14, 2020 with a week off after the 4<sup>th</sup> of July

Stewardship Interns are expected to work 40 hours per week (Mondays through Fridays) typically 8 am until 4:30 pm with an unpaid lunch break from noon-12:30.

**Purpose of Position (Summary):** Stewardship Interns are responsible for working under the guidance of the Land Manager to monitor and actively manage Calvin's two nature preserves: The Ecosystem Preserve on Calvin's campus and the Flat Iron Lake Nature Preserve located near Greenville, MI.

**Primary Responsibilities:**

- Perform a variety of land management tasks (i.e. maintaining trails and trail structures for preserve access, manually and chemically controlling invasive plant species, maintaining native garden beds, installing restoration plantings, assisting with native plant propagation, constructing interpretive materials, etc.) to allow Calvin University to pursue active stewardship of lands within the boundaries of the Ecosystem Preserve and Flat Iron Lake Nature Preserve.
- Conduct a variety of ongoing long-term monitoring projects including: small mammal population monitoring, breeding bird survey, bluebird nest box monitoring, large mammal population monitoring using camera traps, and native tree census (conducted every 5 years).
- Administer short-term research projects such as conducting species inventories and assessing the impacts of restoration efforts in various management units of the preserve.

- Actively participate 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.
- Assist with educational programs and database management as needed.
- Ensure the health and safety of volunteers and visitors.
- Perform other duties as assigned by supervisor.

**Required Skills/Experience/Qualifications:**

- Strong interest in land management, ecology (or similar field) and willingness to learn.
- Prior experience working with hand and power tools (i.e. shovels, rakes, hand saws, pruners, loppers, hammers, string trimmers, riding and push mowers, roto-tillers, etc.)
- Basic plant and animal identification skills and the ability to use a dichotomous key for positive identification of unknown species.
- Excellent oral and written communication skills.
- Current and valid driver's license and the ability to achieve Calvin University's "Approved Driver" status to be able to drive university owned vehicles on public roads and highways.
- Willingness to work outdoors in a variety of adverse weather conditions and exposure to poison ivy, biting insects, thorns, etc.
- Ability to follow instructions, work effectively with a diverse group of people, and work independently when needed.
- Attention to detail and effective follow-through on projects.
- Commitment to the Ecosystem Preserve & Native Garden's mission.

**Preferred Skills/Experience/Qualifications:**

- Commitment to working the entire 11 week schedule @ 40 hours per week
- Entry level working knowledge of GPS/GIS mapping
- Basic biological sampling strategies

**Physical Requirements:** Applicants must have tolerance for working outdoors in a variety of weather conditions and exposure to biting insects, poison ivy, thorns, etc. Stewardship Interns must have the ability to safely lift at least 20 pounds.

**Benefits:** Stewardship Interns gain valuable experience (and build resumes/portfolios) towards pursuing a career as a land manager, restoration ecologist, conservationist, naturalist, park ranger, etc. Stewardship Interns will work alongside professional mentors and will be exposed to a variety of land management techniques and research methodologies while spending time outdoors and learning more about God's Creation.

**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](http://www.calvin.edu/go/preserve).

Completed application and current resume and cover letter should be submitted to Jen Howell, Land Manager. Email submissions should be sent to [jlh89@calvin.edu](mailto:jlh89@calvin.edu). Hard copies may be delivered to Jen Howell's mailbox outside of EI 114 Conference Room in the Bunker Interpretive Center.

**Application Deadline:** Mid-February. Exact date announced on website each year.