



## Spring 2015 Programs Intern

### Overview

The Programs Intern promotes TreeUtah's mission by assisting in the development and implementation of high quality tree planting and educational programs that involve municipal administrators, forestry professionals, business leaders, and local citizens throughout Utah.

This position will provide the student with professional non-profit experience. The intern will gain a variety of hands-on experiences in the areas of environmental education, tree planting and land management and volunteer management. The intern will assist with projects related to the urban and community forest program, and in developing and implementing a variety of environmental education for both young people and adults. The hands-on field experience will include a variety of tasks including working with volunteers to plant trees, caring for newly planted trees, and facilitating other stewardship projects at our environmental education site, The Redwood Nature Area, as well as at other sites around Utah.

### Duties and Responsibilities

The job includes but is not limited to the following:

#### **Tree Planting: Assisting Planting and Volunteer Coordinator (70% of time)**

- Assist Volunteer and Planting Coordinators to plan and manage planting events (approximately 15 to 25 a semester)
- Working with volunteers of all ages to complete fall tree plantings
- Assisting in recruiting and managing volunteers
- Assist with keeping accurate and detailed records related to volunteers, volunteer hours, and numbers of trees and seedlings planted
- Doing community outreach with partners, potential donors and volunteers, which may include making presentations to the public and staffing tables at events as needed

#### **Environmental Education: Assist Education Coordinator (20% of time)**

- Assisting Environmental Education Coordinator facilitate environmental education programs in both school and field settings

#### **Administration (10% of time)**

- Assisting with other office projects when needed (e.g. special event coordination, social media, answering phones, writing newsletter articles, and creating outreach and educational materials)

## **Attitude, Abilities and Skills**

Required:

- Must be enthusiastic, energetic, and have the ability to educate, direct and interact with groups of people from small children to professional adults
- Ability to clearly and confidently communicate both verbally and in writing with TreeUtah staff, TreeUtah members and volunteers, community partners, etc
- Equally comfortable working both in the field and in professional office settings
- Performing a variety of activities related to field work, including hauling a variety of materials, digging, pruning, and weeding
- Ability to work confidently as part of a team and independently
- Able to take initiative and follow through on tasks
- Ability to think on your feet, be flexible, and creatively solve unexpected, non -routine problems
- Availability to work some weekends, holidays and special event hours as needed
- Exhibit respect for others by being on time and following through with commitments Ability to lift up to 50 pounds and undertake moderately strenuous physical activities, even in extreme temperatures and inclement weather
- Strong interpersonal communication and public speaking skills
- Strong computer skills, including Microsoft Office software
- Good attitude and sense of humor
- The person in this position must enjoy working in the outdoors

Other Valued Experience or Skills:

- Knowledgeable in the identification, biology, planting and care of trees, shrubs, and other plants
- A valid driver's license and the ability and willingness to drive a manual transmission vehicle on a regular basis.
- Able to travel (infrequently) to other parts of Utah for 1-3 days at a time to help facilitate plantings and workshops
- Past volunteer or non-profit experience
- Experience with event planning, marketing and/or social media
- Experience with Adobe Photoshop, Illustrator and/or InDesign
- Experience working with groups of school age children and adults in an educational setting

## **Hours and Scheduling**

- 135 hours needed to successfully complete the internship, hours/week flexible
- Must be able to commit to at least 2 weekdays, some evenings and Saturdays, exact schedule to be discussed and determined during interview and hiring
- Cancellation and rescheduling must be done with at least 24 hours notice. We understand extenuating circumstances can arise and will keep that in consideration

## **Compensation**

This is an unpaid, semester-long internship for college or university credit. TreeUtah will pay for the Intern's required background check.

## **Supervision and Evaluation**

The Programs Intern will work with the Planting, Education and Volunteer and Outreach Coordinators, and reports primarily to the Volunteer and Outreach Coordinator to stay on track throughout the semester.

## **To Apply:**

Interested applicants should submit: (1) **A detailed cover letter** explaining your fit, (2) **A resume** describing prior relevant experience and your interest in the position, (3) **TreeUtah's Volunteer Application** and (4) two or three names that we can call for references to [volunteer@treeutah.org](mailto:volunteer@treeutah.org) no later than **December 8<sup>th</sup>, 2014**. We will accept applications any time and begin conducting interviews for selected candidates as soon as possible by phone and in person. Questions can be directed to: Volunteer and Outreach Coordinator Hannah Whitney at [volunteer@treeutah.org](mailto:volunteer@treeutah.org) or by calling (801) 364-2122.

TreeUtah is a statewide 501c3 non-profit organization with the mission to improve Utah's quality of life for present and future generations by enhancing the environment through tree planting, stewardship and education. Through these actions we hope to inspire and empower our communities to become active, knowledgeable stewards of our natural environment.