



Cal Poly EIM Intern

- Position Type:** Temporary, 8 to 16 hours per week with the possibility of increased hours depending on performance and project needs.
- Starting Salary Range:** \$11 per hour
- Benefits:** Opportunity to participate in organization's 401K plan, 3 days of Paid Time Off per year of service.

Overview

The Land Conservancy of San Luis Obispo County (LCSLO) is a local, private, non-profit land trust working to safeguard and enhance farms, ranches, wild lands and parks for the benefit of people and wildlife on the Central Coast. The organization strives to create a fun, inspiring and team oriented work environment with flexible work hours.

LCSLO owns and manages a suite of publically accessible open spaces including the phenomenal 880-acre Pismo Preserve and the Octagon Barn Center (currently under construction).

The EIM Intern's primary duties will include management of volunteer activities, including hikes, mountain bike rides and equestrian rides at Pismo Preserve, and coordination of volunteers participating in organization events and trail maintenance projects. This position may serve other LCSLO open spaces in a similar capacity but to a lesser extent.

The EIM Intern will also assist the Outreach and Development Managers with member and outreach events, including farmers market booth staffing and our Annual Reception in February. The EIM Intern will be supervised by the Stewardship and Outreach Departments.

Internship Tasks

Docent Program (40%)

1. Organize docent-led hikes, bike rides and equestrian rides. Coordinate with volunteer docents to match docents with hikes and rides.
2. Organize docent hike/ride calendar and coordinate with Outreach staff to promote hikes, rides, and tours on social media and website.
3. Participate in motivating, inspiring, and training docents. Maintain consistent communication with all docents and promote a culture of appreciation for their efforts.
4. Co-lead hikes on occasion to stay connected with the program and the visitor experience.

Membership and Outreach Events (40%)

1. Schedule volunteers to help staff monthly Farmers Market booth. Be lead staffer at Farmers Market booth.
2. Assist Outreach Department with planning and executing Annual Reception in February, and other events as needed.

Public Contact and Support (10%)

1. Inform docents and users of rules and regulations of the Pismo Preserve and other LCSLO open spaces to promote safe and conflict-free use for all user groups.
2. Interact with visitors in a polite and informative manner to ensure compliance with policies and enforcement of rules as deemed necessary.
3. Report emergency incidents to LCSLO staff and the proper authorities.
4. Respond to and coordinate inquiries from marketing firms and other groups interested in using the Pismo Preserve as a location for video, photography, and other promotion.

Volunteer Coordination (10%)

1. Coordinate volunteer work days on the Pismo Preserve and other LCSLO open spaces. Lead volunteer projects with an emphasis on safety of volunteers and LCSLO staff.
2. Coordinate with Staff for continued volunteer outreach and recruitment of new volunteers.

General Duties

1. Provide own transportation to LCSLO's office in downtown San Luis Obispo.
2. Be mindful of personnel policies and procedures.
3. Be respectful and professional; avoid behavior that would interfere with the work of others.
4. Maintain a professional separation between work and personal activities.
5. Maintain a positive attitude.
6. Take direction from supervisor; implement suggested changes in the job functions and procedures in a prompt and respectful manner.
7. Provide information to Managers, Supervisors, and co-workers by telephone, in written form, e-mail or in-person.
8. Public contact is a major part of this position, it is important to extend a warm and friendly face to the public as a representative of The Land Conservancy.
9. Other duties as required by Manager or Supervisor.

Required Qualifications - Job Skills and Knowledge

1. A commitment to the mission of The Land Conservancy, which is to permanently protect and enhance lands having important scenic, agricultural, habitat and cultural values for the benefit of people and wildlife.
2. At least one year experience in customer service related field.
3. Proficient in Microsoft Office, and related programs necessary for Volunteer outreach and docent coordination.

Required Qualifications - Work Ethic

1. Work at a steady and consistent pace without the need for constant supervision.
2. Self-starting and independent – Ability to work alone as directed by supervisors.
3. Detail Oriented – Observant and methodical in regards to communicating with docents, donors, and members of the public.
4. Safety Conscious – Prioritizes safety of self, fellow staff, and the public throughout events.

Preferred Qualifications

1. At least 1.5 years College coursework in EIM, Communications or related field.
2. Ability to communicate effectively to docents and volunteers, trail users, and general public regarding use of LCSLO open spaces, in particular the Pismo Preserve, and trail etiquette.
3. Extensive customer service and volunteer engagement experience a plus.
4. Proficiency with WordPress and event management software a plus.

Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job.

"F" for frequently; "O" for occasionally; "N" for not at all.

Physical

On the job the employee must:

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| (O) Bend | (O) Push/Pull |
| (F) Sit | (O) Kneel |
| (O) Squat | (F) Handle objects (Manual dexterity) |
| (F) Stand | (O) Reach above shoulder level |
| (O) Crawl | (F) Use fine finger movements |
| (F) Walk | (F) Walk in excess of five miles per day in a strenuous environment |
| (O) Climb | (O) Other: Operate power equipment |

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (O) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- (F) Recognize and report safety issues

- (O) Differentiate between wanted and unwanted plant species

Environmental

On the job the employee:

- (O) Is exposed to excessive noise
- (O) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity
- (O) Is exposed to dust, fumes, gases
- (O) Drives motorized equipment
- (O) Works in confined quarters
- (O) Exposed to strenuous outdoor environments; cold, hot, windy, rainy.
- (N) Other: Works with chemicals including toxic glues and herbicides.

Standards of Performance

A manager will conduct reviews and fill out reports as required by the Cal Poly EIM Department as part of the internship process.

Cal Poly EIM Intern

Date

Executive Director

Date