



Stewardship Intern

Position Type: Temporary, 6 to 10 hours per week

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.

The Land Conservancy holds over 30 conservation easements on private land throughout San Luis Obispo County. Each conservation easement must be visited once a year to ensure compliance with the conservation easement terms. The Stewardship Intern's primary duties will be to assist the Stewardship Manager in conservation easement monitoring visits and the associated post-easement monitoring paper work.

Easement monitoring includes meeting with the private land owner and walking a set easement monitoring route to collect photos at photo points. After the visit, photos must be labeled, printed, and filed along with an easement monitoring checklist.

The Stewardship Intern will also assist the Outreach and Development Managers with member and outreach events, including farmers market booth and staffing outreach events.

Internship Tasks

Easement Monitoring Field Visits (20%)

1. Assist Stewardship Manager with Conservation Easement monitoring visits.
2. Take photos at photo points

Post Easement Monitoring Paper Work (60%)

1. Organize, label, and print photos
2. Fill out post-easement monitoring paperwork
3. File post-easement monitoring paperwork

Membership and Outreach Events (20%)

1. Schedule volunteers to help staff monthly Farmers Market booth. Be lead staffer at Farmers Market booth.
2. Assist Outreach Department with staffing outreach events.

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 conserve and care for the diverse wildlands, farms, and ranches of the Central Coast and Connect people to the land and to each other.
2. At least one year experience in customer service related field.
3. Proficient in Microsoft Office, and related programs necessary for post easement monitoring paperwork.

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. Coursework in natural resources management or related field.
2. Ability to communicate effectively.
3. Extensive customer service and volunteer engagement experience 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:

- (O) Bend
- (F) Sit
- (O) Squat
- (F) Stand
- (O) Crawl
- (F) Walk
- (O) Climb
- (O) Push/Pull
- (O) Kneel
- (F) Handle objects (Manual dexterity)

- (O) Reach above shoulder level
- (F) Use fine finger movements
- (F) Walk in excess of five miles per day in a strenuous environment
- (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.

Stewardship Intern

Date

Executive Director

Date