



ODC Network

Conservation Services Intern Position Description

TITLE: Conservation Services Intern

REPORTS TO: Conservation Manager

STATUS: Part-Full Time, Seasonal

START DATE: Negotiable (mid-late spring preferred)

END DATE: Negotiable (early fall preferred)

Overview: The Conservation Services Intern is an at-will, seasonal employee of the ODC Network (ODCN); a West Michigan based outdoor education and conservation organization. The primary job responsibility is to participate in and contribute to land management activities on ODC Network properties and partner properties. The Conservation Services Intern is responsible for supporting the mission of the ODC Network through these activities in addition to being a positive representative of the organization in the community.

Hours: Range from 15 to 40 hours per week and will be coordinated by the first date of work for the duration of the internship

Compensation: College credits may be coordinated with an accredited institution and a stipend is available

Desired Skills:

- Working knowledge of habitat management practices
- Strong organizational skills, ability to multi-task, adapt to change and to develop plans and timelines and follow through to completion
- Strong ability to work both collaboratively and independently, strong interpersonal skills in a team setting
- Computer skills including a working knowledge of ArcGIS and Microsoft Office software preferred
- Michigan Pesticide Applicators License

Duties and Responsibilities:

- Greenhouse management including plant propagation, potting and watering
- Perform general maintenance of trails, signage, fences, and play structures which may include landscaping (mowing, trimming, etc)
- Assist with invasive species mapping and management

- Assist with habitat restoration projects
- Commitment to the ODC Network mission
- All other duties as assigned by the Conservation Manager, Conservation Technician, or VP of Operations to help manage and operate the ODCN

Position Requirements:

- Willingness to obtain Michigan Pesticide Applicators License with expenses to be paid by ODCN upon hiring (if applicant is not already in possession of this license)
- Must pass a background check, have a valid driver's license and be fully insurable by the ODC Network

Education/Experience:

- Working towards or obtained a bachelor's degree in natural sciences, biology or related field

Physical Demands:

- Ability to work outside in various weather conditions
- Ability to occasionally lift up to 50 pounds and walk, stand, and sit for extended periods of time.

Equipment Operated:

- Must be proficient with computer applications including: Microsoft Office, Google, and the operation of general office equipment
- Must be capable or willing to learn how to operate equipment including: tank/backpack sprayers, non-commercial drones, lawn mowers, weed whippers, backpack blowers

These job responsibilities represent only the essential and most significant duties of the position. This job description does not exclude other work assignments, directives and responsibilities not mentioned above.

ODC Network Diversity Policy Statement: The ODC Network is an equal opportunity employer. To read our diversity statement, go to <https://outdoordiscovery.org/wp-content/uploads/2020/11/Diversity-Policy-Statement.docx.pdf>