Habitat Horticulture Internship Coordinator

Student Position (Paid)

UC Davis Arboretum and Public Garden

COORDINATOR POSITION DESCRIPTION

* With the mentorship of GATEways Horticulturist Rachel Davis and with a fellow coordinator, develop, implement and lead the Habitat Horticulture Internship using the Learning by Leading framework.
* Lead collaborative planning and decision-making regarding development of Habitat Horticulture Internship curriculum, activities, events, projects, and program evaluation.
* Create appropriate activities that build leadership while meeting the goals of the project site.
* Organize student internship outreach, recruitment, selection, and community building activities.
* Mentor, guide, teach and supervise students in advancing their knowledge and skills in applied ecological horticulture.
* Support students’ academic and professional growth.
* Manage administrative duties such as email communications, material and supply maintenance, and recordkeeping.
* Maintain communication between Habitat Horticulture interns, other community service organizations, and Arboretum staff.
* Document and organize program activities, timelines, schedules, action plans, and educational materials.

QUALIFICATIONS

* Leadership skills to recruit, manage, teach and motivate student interns and volunteers.
* Verbal/written communication and interpersonal skills to communicate and interact with people from diverse backgrounds.
* Communication, decision making and problem solving skills to provide accurate and timely feedback, identify and resolve conflicts, determine appropriate methods of communication for diverse groups, and to build an effective team environment.
* Organizational skills to establish priorities, and handle multiple tasks and deadlines.
* Organizational ability necessary to organize projects into tasks that students can successfully undertake.
* Experience with applied best practices in ecological horticulture.
* Experience in project management.
* Ability to effectively serve as both a member and leader of work teams.
* Ability to work independently without direct supervision to follow through on assignments and complex projects and events.
* Experience with environmental programs, environmental science, environmental education, and/or ecological landscaping.
* Knowledge of Arboretum.
* Knowledge of ecological horticulture and its application locally.

JOB EXPECTATIONS

* Exhibit strong professional ethics, communication, and accountability.
* Lead by example and foster leadership and teamwork.
* Support and enhance fundraising activities and community relations.
* Willingness to go the extra mile to ensure program success
* Be sensitive with/and understand complex relationships between individuals and organizations and the University and use good judgment in resolving misunderstandings on issues impacting the Public Garden and the University.
* Understand the importance of cultivating relationships within and outside of the organization to represent the Public Garden with a high degree of professionalism and integrity; seek to accomplish goals with measurable results and empower others to do the same; create a vision of achievement.

APPROXIMATE HOURS PER WEEK

* 8-10

DESCRIPTION OF HABITAT HORTICULTURE INTERNSHIP

For this team’s first year, team coordinators will meet and plan with Rachel Davis starting Winter Quarter 2019. A full team will start in Spring 2019. Interns will learn about species interactions and ecological benefits of gardens in the urban environment. This team’s work is centered in the habitat gardens of the Environmental GATEway on the west end of the Arboretum and Public Garden. The program will provide students with hands on skills including seed collection, propagation, weeding, planting, maintenance, species monitoring and plant record keeping. Learning plant and pollinator identification will be heavily emphasized. Students will learn and integrate the natural history information of the many species that use the garden's resources. Students will also be trained to actively participate in public interactions and interpretation when they are on site.  There will be weekly group meetings, in addition to the individual’s responsibility to maintain their assigned areas. As garden managers, the interns will be responsible for the regular upkeep of the site, its development and design, and the engagement of the public through interpretive signs, events, and helping lead community volunteer days. Winter quarter will emphasize team goal planning and recruitment. During spring quarter, the full team will be launched and interns will receive horticultural and leadership training, participate in public outreach events, and maintain and develop the habitat gardens.

Goals & Objectives of Internship

1. To engage the greater Davis community and demonstrate the practices and principles of sustainable agriculture and ecological horticulture
2. To increase students and Davis community members’ access and connection to how to ecologically manage urban landscapes.
3. To pair academic programs with hands-on experiences that encourage leadership, creativity, and initiative
4. Transform and maintain the habitat gardens
5. Train students in the principles and practices of ecological horticulture, sustainable agriculture, project design, program development, leadership skills, and outreach techniques
6. Lead activities for the public based on the practices and goals of the habitat gardens, as developed by the interns themselves
7. Increase collaboration with faculty and staff

HOW TO APPLY

Send an email with a cover letter and resume attached by November 26th to:

Rachel Davis ([ramdavis@ucdavis.edu](mailto:sparker@ucdavis.edu))