

**UC DAVIS**



**ARBORETUM AND  
PUBLIC GARDEN**

**Habitat Horticulture Learning by Leading™ Internship Co-Coordinator**  
UC Davis Arboretum and Public Garden (STDT AST 4)

DEPARTMENTAL DIVISION: UC Davis Arboretum and Public Garden  
JOB FUNCTION: Community Service

**Position Overview**

The Internship Co-Coordinator is a part-time, paid, student staff member of the Arboretum and Public Garden. This position has two primary responsibilities: 1) hands-on stewardship of the Arboretum Habitat Gardens, and 2) coordination and leadership of the Habitat Horticulture Learning by Leading™ Internship, which involves up to 10 unpaid interns during the academic year. Read more about the internship at <https://arboretum.ucdavis.edu/habitat-horticulture>.

Summer 2021: Maintain and enhance the Habitat Gardens, plantings, and related areas of the Arboretum and Public Garden in collaboration with the Habitat Horticulture mentor and other staff.

Fall 2021-Spring 2022: Develop, implement and lead the Habitat Horticulture Internship using the Learning by Leading™ (LxL) framework, in collaboration with the Habitat Horticulture mentor and a fellow internship co-coordinator. Continue to maintain and enhance the Habitat Gardens.

**Time Commitment:** Approximately 15-25 hours per week during summer between 7am and 3pm, 5-10 hours per week during fall, winter and spring. Year-long commitment required.

**Estimated start date:** August 6, 2021

**Salary:** \$14.50/hour

**COORDINATOR POSITION DESCRIPTION**

- With the mentorship of the Habitat Horticulture mentor 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.

- Learn appropriate natural history of plants and wildlife that interact in the urban environment.
- Establish and grow wildlife habitat gardening skills by working in the habitat gardens.
- 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

- Approximately 15-25 hours per week during summer between 7am and 3pm, 5-10 hours per week during fall, winter and spring. Year-long commitment required.

## DESCRIPTION OF HABITAT HORTICULTURE INTERNSHIP

Both team Co-Coordinators will learn, work and plan for the internship during Summer 2021 and start the full internship team in Fall 2021. This position will extend through Spring 2022. Interns will learn about species interactions and ecological benefits of gardens and green spaces 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, community science projects through iNaturalist, 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.

### Goals & Objectives of Internship

1. To engage the greater local community and demonstrate the practices and principles of sustainable agriculture and ecological horticulture
2. To increase students and local 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

## **TO APPLY**

Send cover letter and resume by **June 20th** to:

Rachel Davis, Habitat Horticulture mentor and GATEways Horticulturist ([ramdavis@ucdavis.edu](mailto:ramdavis@ucdavis.edu))

In your cover letter, be sure to include:

1. One to three of the qualifications, experiences and/or skills that you currently possess and anticipate applying in this position. How will you apply them?
2. Experiences or skills you hope to gain or develop while you are in this position.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.