

UC DAVIS



**ARBORETUM AND
PUBLIC GARDEN**

Waterway Stewardship 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 Waterway, and 2) coordination and leadership of the Waterway Stewardship Learning by Leading™ Internship, which involves approximately 10 unpaid interns during the academic year. Read more about the internship at <https://arboretum.ucdavis.edu/waterway-stewardship>.

Summer 2021: Maintain and enhance the Arboretum Waterway, riparian plantings, and related areas of the Arboretum and Public Garden in collaboration with the Waterway Steward and other staff.

Fall 2021-Spring 2022: Develop, implement and lead the Waterway Stewardship Internship using the Learning by Leading™ (LxL) framework, in collaboration with Arboretum Waterway Steward and a fellow internship co-coordinator.

Time Commitment: Approximately 20-30 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 2, 2021

Salary: \$14.50/hour

Core Responsibilities

Waterway Stewardship

- Remove trash, debris and invasive weeds, in and adjacent to the water.
- Monitor water quality and algal blooms using a YSI sonde, dissolved oxygen probes and other sampling tools.
- Irrigate, maintain and document new and existing California native plantings.
- Maintain floating islands and other wildlife habitat enhancements.
- Design and install California native habitat plantings.
- Operate and maintain drip and temporary sprinkler irrigation systems.
- Install and maintain erosion control measures.

Internship Coordination

- Develop and lead the Waterway Stewardship Learning by Leading™ Internship using the Learning by Leading™ Program framework, with the mentorship of the Arboretum and Public Garden Waterway Steward and in collaboration with a fellow student co-coordinator.
 - Lead collaborative planning and decision-making regarding development of Learning by Leading™ Internship curriculum, activities, events, projects, and program evaluation.
 - Organize student internship recruitment, selection, and community building activities.
 - Plan and prepare activities that meet the goals of the Arboretum Waterway and LxL program.
 - Mentor, guide, teach and supervise student interns to advance their knowledge and skills in related subject areas, such as habitat restoration and/or environmental stewardship. Support students' academic and professional growth.
 - Manage administrative duties such as Slack and email communications, material and supply maintenance, and recordkeeping.
 - Organize and document program activities, timelines, schedules, action plans, grant proposals, and educational materials.
 - Support academic courses, researchers and public education on and about the Waterway.
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Qualifications

- Experience with applied best practices in restoration ecology, environmental science and/or environmental education.
 - Leadership skills to recruit, manage, teach and motivate student interns and volunteers.
 - Verbal and written communication and interpersonal skills to communicate and build an effective team environment with people from diverse backgrounds.
 - Problem solving skills to think ahead, prevent and resolve conflicts, and adapt to changing conditions
 - Organizational skills to establish priorities and handle multiple tasks and deadlines.
 - 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 complete complex projects and events.
 - Ability to swim, work on steep banks, work outdoors with appropriate personal protective equipment in all weather conditions, and stand or sit for extended periods.
 - Knowledge of UC Davis Arboretum highly desirable.
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Expectations

- Read, follow and model the UC Davis Principles of Community.
- Exhibit strong professional ethics and accountability.
- Lead by example, empower others and foster teamwork.
- Support and enhance fundraising activities and community relations.
- Represent the Arboretum and Public Garden with a high degree of professionalism and integrity.
- Accomplish goals with measurable results and empower others to do the same.
- Prioritize safety, follow all safety procedures, and be current in all required safety trainings.

TO APPLY

Send cover letter, resume, and contact information for at least two references **by June 18, 2021** to Nina Suzuki, Arboretum Waterway Steward, at nmsuzuki@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.