



Protecting the places that make the Feather River region special

## Sierra Valley Preserve & Nature Center Summer Internship Job Description

**PROGRAM ELIGIBILITY:** This position is offered as part of FRLT's community outreach program at the Sierra Valley Preserve to offer meaningful pathways to careers in land conservation, stewardship, and public education. The role is open to youth ages 17 to 19 who are currently enrolled in or have recently graduated from a public high school in Plumas, Sierra, or Lassen County.

**POSITION:** Seasonal Summer Internship (paid) **AGE REQUIREMENT:** 17 years or older

**COMPENSATION:** \$16.90 per hour **LOCATION:** Sierra Valley Preserve, Beckwourth, CA (onsite), with occasionally work at other FRLT-protected properties around the region.

**JOB CLASSIFICATION:** This is a temporary, seasonal position and does not provide any entitlement to regular paid employment, benefits available to regular FRLT employees (except as required by law) or a future job.

**TERM:** May 1 – August 15. For enrolled high school students, hours will be limited to a maximum of 18 hours during the school year (May 1-June 12<sup>th</sup> or according to school schedule).

**WORK SCHEDULE:** 25-32 hours per week during summer months, as assigned by manager, including frequent work on Saturdays and Sundays.

**TO APPLY:** Please complete the attached application and email to [apply@frlt.org](mailto:apply@frlt.org) no later than **April 20th**. You may email questions in advance or contact our office at 530-283-5758.

### **ABOUT THE JOB**

Feather River Land Trust (FRLT) owns and manages the Sierra Valley Preserve and Nature Center, a 2,575-acre nature preserve located near Beckwourth, CA. The Preserve features outdoor recreation areas with parking and restrooms, interpretive trails, a wildlife overlook, and picnic areas. The Nature Center offers a variety of nature-based events for schools and the public. This is an opportunity for a young person to make a meaningful impact in a local conservation nonprofit in their community and build skills including teamwork, personal responsibility, and public service.

### **JOB DUTIES**

The Intern will work at the intersection of land stewardship and public programs and will receive training and support in their duties from the Land Stewardship Team and Public Programs Manager.

#### **Nature Center and Public Programs Support**

- Provide support to the Public Programs Manager for events including planning, registration, setup, cleanup, guest and speaker support
- Respectfully engage visitors and provide helpful information
- Take photos at events, help create and post event flyers and help with other communications and marketing (if this is an area of skill/interest).

### **Land Stewardship & Facilities Maintenance**

- Help maintain trails, trailheads, and overlooks and improve public facilities
- Patrol properties, filling out patrol logs and supporting monitoring
- Keep the Preserve facilities clean and maintained including cleaning indoor and outdoor facilities (benches, signs, exhibits, restrooms, kitchen, floors, etc.)
- Care for the land including invasive weeds management and supporting restoration and agriculture projects.

### **Administrative Support**

- Review and catalog images
- Scan and file office documents
- Participate in team meetings and activities
- **Special projects of interest to the intern may be accommodated based on staff capacity to support.**

### **QUALIFICATIONS & ABILITIES:**

- Be a high school student or recent graduate (preferably of a Plumas or Sierra county school)
- Must be at least 17 years old
- Must have a Social Security card or have applied for one
- Must have a valid driver's license, a clean driving record, and a vehicle to drive to work daily
- Youth must receive a permit to work
- Interest in conservation, land stewardship, nonprofits, education, and/or community events
- Willingness to work hard, collaborate with others, and learn new things
- Responsible and able to interact with the public in a friendly and helpful manner
- Ability to use computers (experience with email, Microsoft Word, and any other software or web-based platforms is a plus)

### **DAILY PHYSICAL DEMANDS INCLUDE:**

- Ability to stand for extended periods of time
- Ability to work in an indoor and outdoor environment, including on undeveloped land
- Reach with hands and arms
- Walk, climb, or balance and stoop
- Ability to lift up to 50 pounds, over rough terrain when necessary
- The ability to inspect, identify, observe, and assess safety situations in all work environments
- Working environment may include unpredictable weather conditions, walking on uneven ground, and working outdoors for extended periods of time



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## Application for Summer Internship

Please type responses or print as neatly as possible

**First Name:**

**Last Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Mailing Address (if different from above):**

**Telephone:**

**Email:**

**Age:**

**Birthdate:**

**Are you currently enrolled in High School (circle):** Yes No

**If you answered No above, have you graduated high school or received your High School proficiency (circle):** Yes No

**Year of High School graduation or Anticipated Graduation Year:**

**Name of High School:**

**Please write in complete sentences.**

1. Why do you want to be part of the Feather River Land Trust Summer Internship Program at the Sierra Valley Preserve?

2. You would be working across two key departments at FRLT: 1) Stewardship, which is managing the land and the Preserve facilities, and 2) Public Programs, which is helping with educational and recreational programs. Are you more interested in one field vs. another, interested in both? (No wrong answer here, just helps us understand your interest)
  
3. What are your career or professional goals? How would being a part of the Feather River Land Trust help you achieve those goals?
  
4. How can you make this summer program a success? What strengths, skills, or experience do you have that will help you succeed?
  
5. What challenges do you think you may face in this program? How do you plan on dealing with those challenges?
  
6. Participating in Sierra Valley Preserve Summer Internship involves working hard outdoors regularly and working with the public. While the role includes lighter indoor tasks, duties may include pulling weeds, shoveling, and other physical tasks. Please describe the following:
  - a. Examples of physically demanding activities you have participated in:
  
  - b. Examples of experience you have had interacting with the public:

**Parents/Legal Guardians Acknowledgement (for applicants under 18):**

I give full support for my child (Full Name)\_\_\_\_\_to apply and participate in Feather River Land Trust’s Summer Internship Program. I understand the attached program description, have signed below, and have discussed the program and its requirements and benefits with my child. I realize that completing this application does not guarantee my child’s acceptance into the program.

Signature of Parent/Guardian:

Print First and Last Name:

Relationship to Applicant:

Date:

**Applicant Acknowledgement (if applicant 18 years or older):**

I understand the attached program description, have signed below, and have discussed the program and its requirements and benefits with my child. I realize that completing this application does not guarantee my child’s acceptance into the program.

Signature of Applicant:

Print First and Last Name:

Date: