

Job Description and Application Information

Summer Intern 2017 Sheriff's Meadow Foundation

Application Instructions:

To apply, please send a cover letter, resume and the names and contact information for two references to Sheriff's Meadow Foundation via email, mail or fax. Please indicate the title of the job or jobs for which you wish to be considered. The application deadline is April 30, 2017. Please reach the Foundation via email at info@sheriffsmeadow.org, via first-class mail at Sheriff's Meadow Foundation, P.O. Box 1088, Vineyard Haven, MA 02568, or via fax at (508) 693-0683. Please note that we are unable to offer housing.

Function The Summer Intern provides assistance in the office for the first half of the summer, and in the field for the second half of the summer. The Summer Intern spends the first half of the summer reporting to the Office Manager, and the second half of the summer reporting to the Director of Stewardship.

The Summer Intern will spend the first half of the summer – from the start date through July 22, 2017 – assisting the Office Manager with office tasks and tasks related to the Annual Summer Benefit. The Summer Intern will spend the second half of the summer – from July 25, 2017 until the end of the summer – assisting the Director of Stewardship at Cedar Tree Neck Sanctuary and in the field at other Sheriff's Meadow Foundation properties.

This position is a seasonal, hourly, non-exempt position consisting of 8 hours of work per day during the summer, Monday through Friday. The Ranger is not eligible for and does not receive benefits or holiday pay.

Duration of Job: 12 weeks or so, roughly from June 6 through September 2. Exact start and end dates can be adjusted.

Duties and Responsibilities

Office

1. Assist Office Manager in preparing for the Annual Summer Benefit.
2. Represent Sheriff's Meadow Foundation professionally at all times when speaking with donors on the telephone or in person.
3. Maintain and update guest lists and records related to the summer benefit.
4. Prepare name tags, seating charts and other materials related to the benefit.
5. Review checklists and ensure that sufficient supplies are on hand for the benefit.
6. Be present for the entire July 17, 2017 benefit, from morning until the evening conclusion of the event.
7. Other duties as assigned.

Field

1. Design and conduct forest inventories on selected Foundation properties using a BAF 10 prism, calipers, diameter tape, maps and other forestry equipment.
2. Use power equipment and hand tools to trim and mow vegetation and to uproot invasive plants, as needed and directed.
3. Assist Director of Stewardship in monitoring conservation restrictions.
4. Assist Director of Stewardship with inventories and monitoring of plants and wildlife.
5. Care for goats. The goats are used as part of an effort to control bittersweet.
6. Greet visitors to Cedar Tree Neck Sanctuary, answer questions, inform visitors of property rules, and enforce rules, as needed. Promptly bring questions and problems to the attention of Sheriff's Meadow staff.
7. Keep Sanctuary in tidy condition by cleaning up and disposing of rubbish and other debris.
8. Maintain Sanctuary trails and trailhead by trimming, cutting and mowing vegetation, as needed and directed.
9. Monitor piping plovers and enforce related rules.
10. Maintain a daily log and record information on the visitation and use of the Cedar Tree Neck Sanctuary.
11. Represent the Foundation in a professional and friendly manner at all times.
12. Assist Property Managers in trail and general property maintenance.
13. Perform other tasks as assigned.

Compensation: \$13.50/hour

Qualifications

- Strong written and verbal communication skills.
- General office and computer skills.
- Ability to work outdoors and walk long distances in varying weather conditions.
- Ability to operate mowers, trimmers, brush saws and similar equipment.
- Ability to greet members of the public and donors and provide information in a friendly and professional manner.
- An interest in wildlife and invasive plants is desirable.
- An interest in conservation and in Cedar Tree Neck Sanctuary.
- Basic forestry skills and basic knowledge of forest inventory principles desirable.
- Animal care skills not necessary, but desirable.
- Personal means of transportation is required; mileage will be reimbursed upon submission of a mileage log.
- First-aid and CPR skills are desirable, but not required.