



Environmental Resource Intern Job Description and Duties

JOB TITLE: Parks & Recreation Environmental Resource Intern

LOCATION: Upper Dublin Township Building
370 Commerce Drive, Fort Washington, PA 19034

COMPENSATION: \$500 to \$600 per week @ \$18 per hour based on hours worked

Upper Dublin Township Parks & Recreation is seeking an Environmental Resource Intern to assist the Parks Division, specifically the Township's Natural Resources Manager, in establishing and managing natural areas within the Township's park system.

INTERNSHIP GENERAL TASKS:

- Assist with planting native plants and maintaining & monitoring existing planting areas.
- Assist with removal of non-native, invasive plants.
- Assist with plant identification and mapping of non-native, invasive plants.
- Assist with selection of project areas.
- Assist at environmental restoration volunteer events.
- Assist with general park maintenance tasks including mowing, weed eating, trash removal, facility maintenance, etc. as needed.
- For many of the above tasks, use of hand tools and operating small landscaping equipment (string trimmer, backpack blower, etc.) will be required. Use of herbicide, under supervision, may also be a tool utilized.

INTERNSHIP GOALS:

- Increase knowledge of native and non-native vegetation through identification, removal, selecting and installation.
- Experiment with and learn about different methods of vegetation management.
- Gain experience planning and leading a volunteer restoration event.
- Apply existing education and knowledge in real-world scenarios.

SUPERVISION: Interns will receive immediate supervision from the Natural Resources Manager. Throughout the internship, you could be supervised by other full-time or part-time department staff.

AGENCY OVERVIEW: Upper Dublin Township is located approximately 25 miles northwest of Philadelphia and is home to approximately 26,000+ residents. Parks & Recreation is one of seven major categories of municipal services provided to this upper-middle class, suburban community. Upper Dublin Township is easily accessible from Route 309, the PA Turnpike and Limekiln Pike (Route 152).

Upper Dublin Township has one of the largest park systems in Montgomery County. The Upper Dublin Park System contains more than 600+ acres in 45 distinct sites ranging from recreation nodes and neighborhood parks to a 51-acre community park, an athletic complex, a 38-acre environmental studies center, an outdoor municipal pool, an 8-acre fishing reservoir, walking/exercise trails, 11 playgrounds, various sports courts, picnic areas and facilities available for rental. Approximately 50% of the Township's parks and open spaces are undeveloped passive recreation and natural resource areas. This includes Twining Valley Park, a property whose use has recently been converted from golf course to park and is in the beginning stages of naturalization.

DESIRED EDUCATION AND EXPERIENCE:

Education: Attendance at an accredited institution of higher education with a major in Environmental Science, Resource Management, Parks & Recreation or a related field. Graduates seeking more experience in the field will also be considered.

Experience: No experience is required, but experience and/or education in biology, ecology, environmental science, forestry, horticulture or a similar field are preferred. Experience working outdoors, using hand tools and operating small landscaping equipment (string trimmer, backpack blower, etc.), working with the public (school groups, camps, volunteers, etc.) are all beneficial, but not required.

Other:

- # of hours worked per week are flexible
- Must hold a valid driver's license and have reliable transportation.
- Must have a current (no more than one year old) PA Criminal Records Check*, a PA Child Abuse History* and FBI Criminal Fingerprint Check. The Township will assist with acquiring these checks upon offer of employment.

**Will be handled on a case-by-case basis if individual is not a PA resident*

MINIMUM SKILLS AND ABILITIES:

- Ability to understand, remember and follow oral and written instructions
- Ability to access remote, natural areas with or without accommodations
- Ability to work well with other staff members – and maintain a positive attitude
- Ability to work in uncomfortable weather conditions
- Excellent customer service, oral and written communication skills
- Willingness to show ambition in the environmental science/resource management field
- American Red Cross CPR and First Aid certified is a plus, but not required

TO APPLY

Please submit a resume and cover letter to Gabbie Berry at gberry@upperdublin.net, no later than close of business on March, 20th 2024.

CONTACT: Gabbie Berry, Natural Resources Manager
Upper Dublin Township Parks & Recreation Department
370 Commerce Drive, Fort Washington, PA 19034
(215) 643-1600 x3843 fax (215) 542-0797
E-mail: gberry@upperdublin.net
Website: www.upperdublinrec.net

Please note:

- ***UDP&R extends internship offers following an on-site or virtual interview, review of the student's resume and review of the school's internship requirements.***
- ***UDP&R strives to provide the best internship experience possible. Success in this area depends on open and clear communication between the intern, Upper Dublin Township staff and college/university contacts.***
- ***Continued internship is dependent upon adherence to work rules as well as demonstrated abilities, maturity and dependability.***
- ***Interns must provide in writing any vacation, school or travel commitments (dates/duration) that coincide with internship dates.***