



TREE MAINTENANCE & PLANTING INVENTORY INTERNSHIP OPPORTUNITY Summer 2019

The Opportunity

The WV Division of Forestry (Inwood Office), in collaboration with Cacapon Institute, is accepting applications for temporary, seasonal, part-time employees to assist Tree Maintenance including watering, mulching, pruning and general care of planting sites across Berkeley, Jefferson and Morgan counties. The successful applicant will work on updating the DOF's tree inventory using GPS, MS Excel, and multiple data platforms to inventory, assess, and catalogue trees and planting sites. The intern will employ USDA Forest Service i-Tree protocols to extrapolate the ecosystem benefits of trees planted by WVDOP's Chesapeake Bay Program to determine stormwater runoff pollution reduction, carbon sequestration, and heating and cooling cost savings from trees.

The successful applicant will be part of a five-person team working in Berkeley, Jefferson, and Morgan counties. Members of the WV Chesapeake Bay Program will teach the team stormwater runoff pollution mitigation best management practices and urban forestry assessment and enhancement techniques. Occasionally, the team will work on projects outside of their primary work—secondary projects include public interest surveys, street tree inventories, reviewing ordinances related to trees or mapping, and assessing tree plantings and tree canopy cover.

Requirements

This position is open for any student who will either be a rising junior or a rising senior in the **Fall of 2019** with a minimum GPA of 2.5. Applicants for this position are expected to possess:

- Interest, background, or education in tree identification.
- Knowledge of Windows, Microsoft Office.
- The ability to research and understand technical documentation.
- The ability to work effectively as part of a geographically dispersed team.
- The ability to work independently and to manage and prioritize workloads.
- Strong verbal and written communication skills.
- A professional, courteous manner.
- A valid driver's license and reliable transportation.
- The ability to pass a background check and drug screening.
- The ability to accommodate occasional evening and weekend work.

Desired Skills

These skills, although not required, are considered to be highly beneficial to the role:

- Experience with , ArcGIS and GPS.
- Knowledge of tree identification and basic arboriculture (e.g., ability to gauge the health of a tree).
- Red Cross Certification in First Aid and CPR.
- Experiences with OSHA safety regulations for operating in the street right-of-way (safety vests, traffic crossing, safe setbacks from vehicular traffic, etc.).

Start Date

This internship is anticipated to start on Monday, May 20, 2019 and end by August 2, 2019.

Hours per week

Students will be required to commit a maximum of 40 hours per week during the summer for a maximum of 90 days.

Salary w/ vehicle provided.

\$12.25/hour

Application Process

To be considered for this position, please submit the following items to ci@cacaponinstitute.org with a subject line of “**Urban Forestry Internship**” immediately. Include:

- A brief statement (1-page, 600 words maximum) outlining why you are interested in the internship, your relevant skills and experience, and what benefit you expect to derive from participating in this program.
- A resume (2-pages maximum) which includes any relevant work and/or classroom experiences that relate to the internship.
- College transcripts (unofficial or official), including the current semester.
- An academic letter of recommendation attesting to your ability to meet the requirements of the internship (1-page maximum). Preferably, from a faculty member who is willing to serve as your faculty mentor for this position.
- One additional letter of recommendation regarding work proficiency.

Submit your statement, resume, and transcript **in PDF format**. Have your two letters of recommendation sent **directly** from the letter writers to ci@cacaponinstitute.org with a subject line of “**Urban Forestry Internship – Your Last Name**”.

Candidates who meet the criteria will be notified by email. All eligible candidates will be required to participate in a face-to-face interview in Inwood. The selected candidates will be notified by April 26, 2019.

About Us

WV Division of Forestry is recruiting a qualified forestry intern. WV DOF takes great pride in our state forest resources. Intern will do specialized, technical, fieldwork in developed lands forest management to advance the goals of the WV Chesapeake Bay Program. The intern will work under the direction of Herb Peddicord, WV Chesapeake Bay Forester, out of Inwood, WV. Work requires outside labor in varying weather conditions and over difficult terrain.

Cacapon Institute has been protecting rivers and watersheds since 1985. “CI” was founded to address concerns that increasing development, industry and agriculture were harming the Cacapon but, over time, CI's area of interest expanded to encompass a much larger region. Our mission today: *From the Cacapon to the Potomac to the Chesapeake Bay, we protect rivers and watersheds using science and education.*