**Urban Forestry and Natural Resources Internship (1)**

**General Purpose:**

City of Albany Parks and Recreation’s Natural Resources and Urban Forestry Program is hiring one intern who will work on various tasks related to the city’s stewardship of city trees and natural areas. Tasks assigned to this intern will include maintenance and updates to the city’s tree inventory, maintenance of natural areas and pollinator areas, and other tasks related to urban forestry and natural resource management.

**Supervision:**

Intern will be supervised by the City Forester.

**Responsibilities:**

* Identify and document species, location, DBH, height, condition, planter width, and other related data of individual street trees within City of Albany using the Tree Plotter Inventory software.
* Work to collect data as efficiently and accurately as possible. Intern will be trained on how and what data to collect.
* Track daily / weekly progress. Supervisor will meet regularly with the intern and will provide input and assistance as needed.
* Assist in other related urban forestry, natural resources, and parks duties as assigned.

**Education and Experience:**

* High school diploma or GED equivalent.
* Preference will be given to individuals pursuing or holding a college degree in Forestry, Natural Resources, or related field of study.

**Skills and Abilities Required:**

* Tree identification skills.
* Field work or tree care experience.
* Ability to work in the field 40 hours per week (Mon-Fri) in all weather conditions.
* Works effectively individually or part of a team.
* Highly self-motivated and efficiency driven.
* Excellent communication skills.

**Special Requirements:**

* Must be able to drive own transportation to the workplace and an acceptable driving record.
* Must pass a pre-employment drug / marijuana and alcohol screening.
* Must be 18 years or older at time of employment.

**Expectations:**

These internships are professional level experiences where the intern is given an objective or set of objectives and are expected to move the project forward as they meet a predetermined deadline.

**Duration:**

This is a full-time (40 hours per week) summer field and office position. **Expected start date is June 16th, 2025 ending September 12th, 2025.** Interns could start earlier or end later than these dates depending on availability. Official start date will be coordinated with supervisor.

**Compensation:**

Interns will receive hourly wage of $18.00.

**To Apply:**

**1)** Please apply via Handshake or email your resume, letter of interest, and 3 references directly to jay.sharpe@albanyoregon.gov. For any questions about the position, email jay.sharpe@albanyoregon.gov or call 541-791-0157.

2) Applicants selected for the next step will be notified for an interview via Zoom or in person.

3) If selected for hire, the applicants will be directed to complete pre-employment paperwork through All Star Labor & Staffing, LLC. and will also be required to pass a drug / marijuana and alcohol screening.