



## Job Description

- Posted: February 4, 2022
- Expires: February 18, 2022

**Position:** Environmental and Conservation Summer Internship

**Department:** Parks and Recreation

**FLSA:** Non-exempt

**Hours:** 25-30 hours per week, occasional nights and weekends. This is a seasonal position from May or June through August.

**Wage Rate:** Wages will range from \$12-\$14 per hour based on previous background/experience

**Position Summary:** Haverford Township Parks and Recreation is looking for an Environmental and Conservation Summer Intern to assist with outdoor projects such as tree maintenance, rain/pollinator garden maintenance, trail maintenance, spotted lanternfly mitigation, and invasive species removal. This position may also perform other tasks such as grant writing, signage creation, and other tasks as needed.

The Environmental and Conservation Summer Intern will report to the Community Recreation and Environmental Center (9000 Parkview Drive Haverford, Pa 19041).

### Qualifications:

- High school diploma, GED, or its equivalent.
- Must be able to work well with others as well as work independently.
- Must demonstrate initiative and have strong problem-solving skills.
- Must be able to perform manual labor under varying weather conditions.
- Must be able to take and comprehend oral and written instructions.
- Must adhere to high ethical standards and personal integrity.
- Should be able to multi-task.
- Ability to identify native/invasive plant and tree species (preferred)
- Knowledge of native/invasive plant and tree species (preferred)
- Knowledge of correct pruning methods and strategies (preferred)
- Certified Public Pesticide Applicator (preferred)

**Supervision Received:** Environmental and Conservation Summer Intern reports directly to the Program Coordinator with direction from Director of Parks and Recreation and Staff Horticulturist. Some assignments may be conducted under general supervision.

### Essential Functions:

- Assists with outdoor volunteer days related to tree/shrub/flower plantings and invasive species removal
- Performs maintenance on previous plantings i.e. watering, pruning, and mulching
- Assists in control of invasive species
- Other related duties to outdoor conservation/horticulture

**Licenses, Registrations, or Certificates Required**

- Valid Pennsylvania Driver’s License.

**Physical Demands:**

- Regularly working outside in varying weather conditions.
- Required to bend, kneel, reach, squat, and lift frequently throughout a work shift.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Position involves a great deal of bending, squatting, kneeling, climbing, reach, twisting, and lifting.

**Antidiscrimination Policy:** It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person’s sexual orientation, gender identity or gender expression.

**Application Procedure:** Anyone interested in this position may fill out the online application at: [http://www.havtwp.org/Human\\_Resources\\_Job\\_postings.html](http://www.havtwp.org/Human_Resources_Job_postings.html). Please make sure you attached your resume where asked in the online form. Cover letters are optional. We will conduct interviews in March and April via Zoom.

**Selection Guidelines:** Formal application, rating of experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

By signing below, I, the employee, acknowledge that I have read and understand the description. I am able to meet or exceed all aspects of the job description.

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**Employee Signature** **Date**

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**Township Manager Signature** **Date**