



Sutro Stewards Urban Ecology Internship Job Description

BACKGROUND

Since 2006, Sutro Stewards has worked with thousands of volunteers to build trails and enhance habitat on Mount Sutro, over 70 acres of open space in the center of San Francisco. Now there are over 4.5 miles of multi-use trails for hiking, biking, and exploration, and over 5 acres of native plant habitat.

The mission of Sutro Stewards is to build community, connect people with nature, and protect and enhance Mount Sutro, one of the city's wildest and most beautiful green spaces. We do this by working with volunteers to develop and maintain multi-use trails while conserving and expanding habitat for locally native plants and wildlife. While we work to conserve and enhance Mount Sutro for people and wildlife, we embrace diversity as the foundation of healthy, thriving ecosystems and human societies and we are dedicated to growing an organizational culture where it can thrive.

Sutro Stewards is a fiscally sponsored project of the San Francisco Parks Alliance, a 501(c)3 California nonprofit public benefit corporation.

POSITION OVERVIEW

Sutro Stewards Urban Ecology Internship Program instills an urban ecological ethic in participants, through hands-on education towards the fulfillment of Sutro Stewards mission. Intern positions have their own programmatic focus which can include native plant propagation and nursery maintenance; conservation, habitat restoration and monitoring; as well as support for our Health in Nature Program. As a volunteer focused, community building organization, Interns perform in-person and social media outreach, lead volunteers, support the execution of environmental education and nature immersion experiences, and work with people from diverse backgrounds and from children to elders. Internships are temporary and timeframes vary depending on the program they are supporting.

Sutro Stewards Urban Ecology Internship seeks to fill two positions for a 9 month internship. The **Conservation Intern** will assist in our monitoring of rare plants and survivorship on Mount Sutro. The **Nursery Intern** will assist in the propagation and seed collection of native plants as well as nursery facilities maintenance. This is an unpaid internship with \$1600 monthly stipends provided to cover living expenses.

Conservation Internship with Habitat Stewardship focus (September 2023 - June 30th, 2024) Essential functions and responsibilities

- **Monitoring** - Support the Conservation Program Manager and other staff in the implementation, data collection and analysis of the following monitoring projects:
 - Special Status Monitoring Program

- Species Composition Monitoring Program
- South Ridge Pilot Program
- **Volunteer Management** - Support staff and lead in the set up, facilitation, management, and clean up of weekly habitat and nursery volunteer events. Supports special volunteer events and corporate groups on weekdays and Saturdays as needed.
- **Tool Maintenance** - Supports tool maintenance tasks such as retaining tools, cleaning of tools, organizing of tool storage, and maintaining accurate inventory counts.
- **Habitat Restoration of Mount Sutro** - Supports invasive species removal and native plant installation outside of volunteer programs. As well as other special restoration projects and tasks as needed. Tasks may include mulching, pruning, seed broadcasting, and others as directed by the Conservation Program Manager.
- **Walks and Workshops** - Facilitate and co-facilitate educational hikes and workshops as needed.
- **Other** - Miscellaneous tasks and support as needed and fitting within the general goals of the Conservation Program, Nursery Program, and Health in Nature Program.
- **Reports to:** Conservation Program Manager

Native Plant Nursery Internship (September 2023 - June 30th, 2024)

Essential functions and responsibilities

- **Propagation and Plant Care** - Assist the Nursery Manager in the propagation and care of healthy nursery plants which includes seed sowing, transplanting, watering, pruning, organic integrated pest management etc.
- **Volunteer Management** - Support staff and lead in the set up, facilitation, management, and clean up of weekly habitat and nursery volunteer events. Supports special volunteer events and corporate groups on weekdays and Saturdays as needed.
- **Nursery Facilities Maintenance** - Maintain healthy plant production by following best management practices for nursery sanitization. Tasks include, but not limited to cleaning, weeding, irrigation repair, light construction, power washing etc.
- **Seed collection and processing** - Participate in regular seed collection projects, clean and weigh seeds, and update seed collection inventory.
- **Data Entry** - Assist in entering detailed records of nursery activities, participant surveys, and plant and seed inventory into online databases.
- **Walks and Workshops** - Facilitate and co-facilitate educational hikes and workshops as needed.
- **Other** - Miscellaneous tasks and support as needed and fitting within the general goals of the Conservation Program, Nursery Program, and Health in Nature Program.
- **Reports to:** Nursery Program Manager

Education, Knowledge, Skills and Abilities

No previous experience in land conservation or nursery work needed.

Physical Requirements and Work Environments

This position is performed primarily outdoors and involves regular rigorous physical activity, including, digging, lifting up to 50 lbs, hiking up steep terrain, bending, squatting for long periods of time and carrying tools and equipment to restoration sites. Exposure to poison oak, weather extremes, and other conditions can be expected.

Primary work location is the Sutro Native Plant Nursery, 476 Johnstone Dr. San Francisco, CA 94131.

Compensation and Terms

- 20 hours per week, temporary position for approximately 10 months, September 2023 to June 30, 2024.
- Work schedule is Tuesday through Saturday. Wednesday and Thursday morning availability required.
- This is an unpaid internship with a \$1600 monthly stipend provided to cover living expenses.

To Apply

Please follow the link to sutrostewards.org/careers and complete an online application by August 22, 2023 at 5pm. A resume is required and a cover letter is optional.