



DEPARTMENT OF NATURAL RESOURCES

• Parks & Visitor Services • Open Lands Program • Weed Management & Forestry
1800 South County Road 31
Loveland, CO 80537
(970) 679-4570/ (970) 679-4574 FAX
www.larimer.org/naturalresources

Larimer County Open Lands Program Open Lands Intern

Job Expectations

Department: Larimer County Department of Natural Resources: Open Lands Program

Primary Location: The Bison Visitor Center, Loveland (near Carter Lake)

ROLE:

The Open Lands Intern will support staff of the Larimer County Open Lands Program in a variety of ways to help ensure the successful operation of the Program.

POSITION AVAILABLE: (dates are flexible)

Winter: January – April; **Application due December 1st**

PAY RATE:

Qualifies for Americorps Education Award; \$1,250 for 450 hours

Go to: <http://www.slice.colostate.edu/slice/volunteer/amicorps.aspx>

http://slice.colostate.edu/files/slice/amicorps/My_Commitment.pdf

Unpaid by Larimer County

WORK DAYS AND HOURS:

20 + hours a week until intern requirement is filled.

ESSENTIAL FUNCTIONS:

- ❖ Assists with the administration of the Open Lands Program within the Larimer County Department of Natural Resources, under the direction and supervision of the Fund Development & Outreach Specialist, Natural Resource Specialist, or other staff as assigned.
- ❖ Assist Natural Resource Specialist, Weed Control Specialist, Trail Crew, Rangers and others on field projects as needed.
- ❖ Assists in preparation of baseline documentation reports including resource inventories of plant and animal communities, historic and geologic sites, etc.
- ❖ Assists with writing and planning of grant applications and grant due diligence, Annual Report, newsletters and other publications.
- ❖ Assist with developing and/or administering education programs and materials.
- ❖ Organize, assist and participate on site visits to open lands acquisitions and development projects for the media, County Commissioners and the Open Lands Advisory Board.
- ❖ Gather and analyze data related to assigned projects, conduct research, prepare reports, and recommendations.
- ❖ Assist in preparing for and organizing conferences, presentations, meetings, continuing education seminars, and photo displays.
- ❖ Develop, organize, assist and participate in public outreach events



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- ❖ Assist in the design and presentation of information to the public including maps, photos, display boards, brochures, flyers, slide and video presentations.
- ❖ Assist with updating web site information (www.larimer.org/openlands).
- ❖ Assist with general administrative procedures (data base entry, filing, organizing, etc.).

OTHER DUTIES:

- ❖ Attends Open Lands Advisory Board meetings and bi-weekly staff meetings as needed.

QUALIFICATIONS:

- Be interested in working in the natural resource profession
- Be enthusiastic & helpful
- Be friendly, courteous and professional when dealing with staff and visitors
- Enjoy interacting with the public and answering their questions.
- Ability to assess a situation, communicate effectively and take initiative.
- Communicate well, both verbally and in writing
- Proficient computer skills (Microsoft Suite, Publisher, ArcMap, etc)
- Ability to work occasional nights and weekends
- Valid Colorado driver's license required
- Agree to a background check
- Provide your own reliable transportation
- Abide by Department of Natural Resources' regulations and safety guidelines

The Larimer County Department of Natural Resources is not obligated to provide a placement, nor are you obligated to accept the position offered. From time to time photos may be taken of you while you are on-duty. These photos may be used for publications such as the Department of Natural Resources Annual Report or the Department Calendar or other public outreach materials. Opportunities for volunteers are provided without regards to race, color, religion, national origin, sex or age. Larimer County is committed to equality of opportunity.

TO APPLY please complete the Larimer County Volunteer application and the attached form, & mail or fax BOTH with a letter of interest and resume:

Dutch Fla Havhan
Volunteer Coordinator
1800 South County Road 31
Loveland, CO 80537
(970) 679-4552
(970) 679-4574 fax
dflahavhan@larimer.org



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**Larimer County Open Lands Program
Open Lands Internship Application**

Name:

Phone number:

E-mail:

School Name:

Major:

Year in school:

Advisors name & telephone number:

Credit hours approved for internship:

Required/desired length of internship, # hours/week:

Please list your internship goals in the space provided below: