



## **JOB DESCRIPTION**

Bishop Paiute Tribe  
Bishop, California

**Position:** Natural Resources Intern - Youth  
**Department:** Environmental Management Office  
**Supervised by:** Natural Resource Specialist  
**Pay Rate:** \$13.00 / Hr. – 24 - 40 Hrs. /per week (Temporary – Seasonal)  
**Work Period:** May –August 2017

**Position Summary:** This is a paid internship to obtain on-the-job skills and training as well as traditional knowledge and skills for young adults between 17 and 25 with career goals in the fields of natural and cultural resource management. Under the supervision of the Environmental Natural Resources Specialist primary duties will be to participate in exercises, field trips and workshops to obtain skills and explore career goals and pathways in the fields of natural and cultural resource management. Secondary duties will consist of providing labor support for Tribal Natural Resource Program through a variety of conservation related tasks supporting natural resources projects of tribal interest.

### **Essential Functions:**

- Participate in program of bi-monthly workshops on specialized topics of natural and cultural resource management such as geographic information systems, mapping and orienteering, forestry, fire and fuels management, botany, recreation, trails wilderness, soil, hydrology, archaeology and wildlife.
- Participate in program field trips to build awareness of career opportunities and higher education in natural and cultural resource management fields on tribal and federal lands in cooperation with federal land managers.
- Participate in natural and cultural resource management projects on tribal and federal lands in cooperation with federal land managers.
- Identify and monitor vegetation following tribal and federal agency protocols.
- Provide labor for an assortment of tribal natural resource projects that may involve; trail creation, clearing and maintenance; tree pruning, transplanting seedlings and plants; spreading chips; cutting vegetation on land and water; assistance with spot burning keeping trails and waterways and fields clean of debris and invasive plants; propagation and transplanting of native and riparian plants; installation and maintenance of signs, fencing benches; watering plants and maintaining small scale irrigation systems and providing labor in support of natural resource projects as needed.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written communication— Ability to write clear and concise reports, memoranda, directives and letters.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

**Experience and Education:**

- Prior work experience that is relevant to the general duties of this position is required. Candidates with prior experience or an expressly stated interest in pursuing a career in natural or cultural resource management will be given preference.
- High School diploma or GED is not required. Candidates with a high school diploma or equivalent and current students with school endorsement will be given preference.

**Other Requirements:**

- Applicants must be of 17-25 years of age to work and have a Work Permit.
- Must be able to perform work in an outdoor environment that ranges from very cold, wet to very hot and dry climates. Work may range from physical exertion over very steep, wet, muddy, slippery, rough, uneven or rocky surfaces. Also may include bending, crouching, and stooping, stretching, reaching, and similar activities. Must be able and willing to learn basic hiking and backpacking skills and participate overnight strips lasting 1-4 days.
- Must be able to lift up to 50 lbs at times.
- Must be able to work with a variety of hand tools. The ability to operate a variety of motorized equipment such as; chainsaw, weed eater, tiller, lawnmower, a motorized quad and small tractor with brush mower attachment is preferred but not required.
- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.

**Signatures**

This job description has been approved by all levels of management:

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.