



## Blue Lake Rancheria Tribe of California

### POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title: Tribal Climate Resilience Program Internship  
Department: Tribal Education Agency  
Reports To: TEA Executive Director & assigned mentoring supervisor  
FLSA Status: Non-Exempt  
Prepared By: Alison Robbins  
Revised Date: 05/17/2022  
Approved By: BOE  
Approved: 02/21/2023

### JOB SUMMARY

Under the direction of Tribal Education Agency Director and assigned Environment Department mentor, the Climate Resilience Intern will be tasked with updated assigned sections of the Tribe's Climate Adaptation Plan and its implementation. Climate Resilience Interns will utilize information and data from the Tribe's existing climate planning documents, Multi-Hazard Mitigation Plan, tribal climate adaptation planning guidance, and research from credible sources. During the 480 hour internship, Interns will contribute to the protecting and improving of natural and cultural resources on the Blue Lake Rancheria and ancestral lands by participating in restoration activities, compiling information for a portion of the Climate Adaptation Plan (CAP), and working with students and professionals in tribal programs. Internship goals are:

- To increase efficacy in regenerative agriculture practices used by the tribe, grow plants used in the tribes' restoration efforts, and prepare plants and designated areas for restoration work.
- To become informed about the Blue Lake Rancheria's CAP in comparison with other Tribes' CAPs; and
- To experience working in tribal natural resource management, and grow in understanding of regional tribal climate resilience planning efforts.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with other students on Agriculture & Natural Resource Industry Sector skills acquisition including research, data collection and analysis
- Plant propagation, care, and transplanting into restoration areas, including CA Indigenous plants in the Daluviwi' Community Garden
- Land and soil restoration activities, including working with composting
- Attend on-going meetings and trainings when needed or requested to do so by staff

- Complete program evaluation surveys as requested
- Keep accurate records of: work schedule, hours worked, skills learned, and status any assigned student's project(s)
- Recognize role as a team member, learning responsibilities and time management
- Be patient and grow in understanding of the mentoring relationship with supervisor and team members.
- Communicate with assigned mentoring supervisor – by telephone or email regarding attendance
- Honor all commitments made to the Internship program
- Collaborate with other BLR interns and staff on joint projects serving multiple programs for Teamwork experience

**Promotes the following within the department and among all Team Members:**

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

**Blue Lake Rancheria requires Team Members, on a continual basis...**

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Minimum requirement: Current college student or recent graduate (graduated less than 1 year ago).

**COMPUTER SKILLS**

Must be knowledgeable and proficient working with the Microsoft Office Suite.

**LANGUAGE SKILLS**

Ability to read, and apply technical procedures, or government regulations. Ability to write reports on student progress. Ability to effectively present information and respond to questions from co-workers.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY**

Ability to solve simple and practical problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Exercising sound independent judgment within established guidelines when called upon.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Not applicable

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a Team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms. The Team Member is regularly required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The Team Member must regularly lift and/or move up to 50 pounds. The Team Member is regularly required to work in a variety of outdoor weather conditions. The Team Member is regularly required to work with and/or around sharp gardening tools and wheelbarrows. Close toed shoes and appropriate working clothing for gardening and land restoration work are necessary.

Must pass a drug test.

**WORK ENVIRONMENT**

The work environment characteristics describe here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work will be performed both inside the tribal office, and outside at restoration sites on the Blue Lake Rancheria.