



## Forestry Internship – DNR Grant Funded

*Village of Bellevue, Wisconsin*

**Position Title:** Forestry Intern  
**Department:** Parks, Recreation and Forestry Department  
**Reports to:** Parks, Recreation and Forestry Director  
**Start Date:** Summer 2018

**Classification:** Part-Time  
**Pay Type:** \$13 per hour (560 hours)  
**Date Posted:** March 16, 2018

### **Position Description:**

Under immediate supervision, supports the functions of the Parks, Recreation and Forestry Director. Intern will gain knowledge of basic governmental functions; and will be assigned to work on a WDNR Grant-Funded Project (tree inventory, resident education, policy and plan development and revision).

Listed below are the duties for the internship. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- 1) Provide technical support to the Director of Parks, Recreation and Forestry by conducting research and preparing policy analysis.
- 2) Assist with resident and business communication, education, and outreach for Village services. May include presentations, assistance with surveying, and use of social media.
- 3) Answer questions and provide information to the public; research information and assist staff with inquiries pertaining to current or new operations.
- 4) Research, collect, compile, record, and summarize technical or administrative data; assist staff with assembly of documentation for projects and presentations.
- 5) Attend public, intergovernmental, and internal meetings as necessary to fulfill assigned duties and experience overall communication processes.
- 6) Assist in the enhancement of the Village's record keeping systems by organizing and digitizing files.
- 7) Work with the Department Director to update the current Village tree ordinance and Arboricultural Specifications Manual and develop an Urban Forestry administrative policy.
- 8) Update Village tree inventory in the Village's GIS software.
- 9) Assist the Department Director with DNR Grant administration, including resident tree planting education, tree cost solicitation, and other projects as appropriate.
- 10) Field work may include updating street and park tree inventory, assisting the Village Forester in order to learn about municipal forestry.

**Qualifications:**

Must be at least a junior in forestry, environmental planning, or related field and have completed the necessary requirements with their respective college or university. Candidate must also possess strong communication, organizational, and computer skills.

**Apply to:**

Send a cover letter and resume to: Village of Bellevue, Attn: Human Resources, 2828 Allouez Avenue, Bellevue, WI 54311. Application materials can also be sent electronically to: [employment@villageofbellevue.org](mailto:employment@villageofbellevue.org).

**Closing Date:**

Until Filled

First Review of Applications 4/12/18