



## INTERNSHIP DESCRIPTION

**POSITION TITLE:** Urban Wood Rescue Internship (Unpaid)

**DEPARTMENT:** Urban Wood Rescue

**REPORTS TO:** Urban Wood Rescue Program Manager

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**Duration of internship:** January through May

**Number of positions:** 2

**Number of hours/week:** Weekly commitment of 8 to 24 hours

**Approximate start date:** TBD

**POSITION SUMMARY:** The Urban Wood Rescue Intern works to support the Urban Wood Rescue Program's new specialty milling and lumber drying operations. The intern may handle lumber (lifting, sorting, stacking, and moving), conduct research, assist with outreach and educational initiatives, and/or help with marketing and sales activities. Interns should expect to work in both office and outdoor environments.

### PRIMARY DUTIES:

#### Yard Duties

- Assist with milling operations
- Move, sort, stack, and sticker lumber
- Load and unload wood products into vehicles
- Inventory, measure, and record log and lumber dimensions
- Operate planers, saws, and other woodworking tools and equipment
- Maintain equipment and tools as directed
- Contribute to organizational projects, as required
- Keep an orderly and safe work space

#### Office Duties

- Conduct research, compile information, and share with appropriate staff
- Enter data into tracking systems
- Conduct outreach
- Plan and facilitate educational workshops
- Make phone calls, respond to/draft emails, and facilitate other customer service-related activities

### POSITION REQUIREMENTS:

**EDUCATION:** Some education in urban forestry, environmental science/studies, business, marketing or related field is helpful.

**EXPERIENCE:** Prior experience with non-profit organizations is helpful.

**SKILLS:** Excellent communication skills; Must be proficient in Microsoft Word, Excel, and Outlook; Must be able to use iPads and iPhones with relevant applications; Knowledge of urban forestry practices, lumber or tree care industries helpful but not required; Valid driver's license ideal but not required.

**TEMPERAMENT/SOFT SKILLS:** Must have a good sense of humor and an ability to get along with a wide variety of people; Must be flexible and able to adapt to change; Must be comfortable working alone, with a team, and with volunteers; Must be able to lift 70 lbs., walk and work safely on uneven terrain, perform repetitive movements for

extended periods of time, and work outside in all weather conditions for extended periods of time; Must be organized, dependable, and able to follow directions and work under minimum supervision.; Must be comfortable working in an organization dedicated to protecting natural resources through direct advocacy and community engagement.

**WORKING CONDITIONS:**

This is a volunteer, unpaid internship based at the Sacramento Tree Foundation office (191 Lathrop Way, Suite D, Sacramento, CA 95815) and Urban Wood Rescue Yard located at Depot Park (16 Business Park Way, Sacramento, CA 95828).

**THE INTERN WILL RECEIVE:**

- Orientation from the Sacramento Tree Foundation
- Training on Urban Wood Rescue Program mission, special tools and equipment, milling lumber, and more
- Hands-on, direct experience contributing to the outcomes of the Urban Wood Rescue Program, including experience with utilizing a variety of tools and equipment and learning the various aspects of a non-profit organization
- Exposure to urban wood rescue network and resources
- Certificate of Completion or Letter of Recommendation upon successful completion of the internship
- Scholastic internship credits, as desired and approved by your school
- Our gratitude and thanks!

**MISSION STATEMENT:**

The Sacramento Tree Foundation is a community benefit organization working to build healthy, livable communities in the Sacramento region by growing the best urban forest in the nation.

THIS DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT

**To apply, please email your resume and cover letter to [volunteer@sactree.com](mailto:volunteer@sactree.com) with the subject line "Urban Wood Rescue Internship Application".**

*For more information, contact our Volunteer Specialist at 916-974-4310 or [volunteer@sactree.com](mailto:volunteer@sactree.com). Please include "Urban Wood Rescue Internship" in your subject line.*