

Summer Internship Opportunity Volunteer Coordinator Internship

Mercer Botanic Gardens
22306 Aldine Westfield Rd., Humble, TX 77338
713-274-4160

The Mercer Botanic Gardens Volunteer Coordinator Intern (VC Intern) provides learning experiences that extend beyond the classroom and into an office and a garden setting. The VC Intern assists with all aspects of the volunteer program at Mercer Botanic Gardens, including meeting with potential and current volunteers, assisting in the planning and coordination of events where volunteers are needed, and learning the basics of “Better Impact,” Mercer’s volunteer tracking program.

Core Responsibilities

With direction from Mercer Botanic Gardens’ volunteer coordinator, the VC Intern will:

- write a volunteer spotlight article for the *Leaflet* volunteer newsletter;
- Examine the current Mercer Botanic Gardens Volunteer Handbook and assist with revisions
- Plan a one-day bus trip for Mercer volunteers;
- Contact and coordinate volunteers for summer camp and the Tropical Symposium;
- Assist with the preparation and implementation of summer camp and the Tropical Symposium;
- Communicate with The Mercer Society, Mercer Botanic Gardens staff, garden volunteers, and summer interns to better visualize how these groups work together toward a common goal;
- Assist Mercer staff, volunteers, and summer interns with regular garden responsibilities such as planting, weeding, pest identification, and other garden-related duties;
- Develop weekly reports detailing projects assigned, successes achieved, obstacles and how they were overcome, new insights, and other ideas related to the internship;
- Create a presentation and participate in the Mercer Botanic Gardens Student Research Symposium; and
- Perform other duties as assigned.

Job Dimensions and other Requirements

- Internship applicant must be at least 16 years old.
- Intern must enjoy working outdoors as well as in an office setting.
- Internship Availability: May 11, 2019 – August 30, 2019; up to 40 hours per week, worked primarily Monday – Friday, 8 a.m. – 4:30 p.m. with a 30-minute lunch and regular breaks; some weekends may be required.
- This is a paid summer internship through Harris County Precinct 4.
- A background check and drug screening will be administered by Harris County Precinct 4 prior to hiring. Intern may be subject to random testing as a condition of continued employment.

Physical Demands

- The intern is regularly required to stand, walk, use hands and fingers to handle, feel and reach with hands and arms; frequently required to sit, climb, or balance, stoop, kneel, crouch, or crawl; talk or hear and taste or smell.
- The intern may be required to lift and/or move up to 40 pounds.
- Specific vision abilities required by this internship includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The intern works in outside weather conditions and is periodically exposed to heat, humidity, rain, and dust.
- The noise level in the work environment is normally moderate.
- The physical demands described here are representative of those that must be met by an intern to successfully perform the functions of the internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Pre-Employment:

Harris County Precinct 4 strives to maintain a drug and alcohol-free environment in the workplace. All new employees are required to pass a drug and alcohol-screening test and may be subject to random testing as a condition of continued employment.

Requires a post-offer criminal history background check.

How to Apply

Complete the internship application found at <https://www.hcp4.net/apply>. There is no Job/Announcement Number, but applicants should complete the general application for employment and fill in “MBG Internship on Volunteer Coordination” as the job title. Email completed application to Chris Ludwig, Garden Director, at

cludwig@hcp4.net. Résumés and cover letters are accepted, but they do not replace the required application.



HARRIS COUNTY, TEXAS

APPLICATION FOR EMPLOYMENT

Please return application to:
Email completed application to Chris Ludwig, Garden Director, at cludwig@hcp4.net.

Harris County
<https://www.governmentjobs.com/careers/harriscountvtx>

Commissioner Precinct 4
 Office (713) 755-6444
<http://www.hcp4.net>

Please read the following before completing application.

Applicants are considered without regard to race, color, religion, sex, national origin, age or disability. Applications must be filled out completely. **ALL** questions must be answered. A resume may accompany the application; however, **CONSIDERATION FOR ANY POSITION IS BASED ONLY ON INFORMATION PROVIDED ON THE APPLICATION.** Please type or print clearly (blue or black ink).

First Name	Middle Name	Last Name	Social Security Number (Last 4 digits) XXX - XX -
Other Names (List any other names used if different from above)			Phone Number
Current Address:		(Number/Street/City/State/Zip Code)	Alternate Number
Email Address:		Are you between 18-20 years old? <input type="checkbox"/>	Are you at least 21 years old? <input type="checkbox"/>
Are you authorized to work in the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please provide Job Announcement Number and Job Title for the position for which you wish to apply.

<u>Job/Announcement Number</u>	<u>Job Title</u>
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Date you can start: _____ **REFERRED BY:** _____

NOTE: For positions that require the "Clerical Skills Test" the applicant must take the test **FIRST**, before submitting the application. An application is not required to take the test. Test scores are valid for 6 months. (See applications instructions for testing dates and times.)

EDUCATION			
High School Name:	City/State	Graduated: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Diploma <input type="checkbox"/> GED Last Grade Completed:
Advanced Studies (Technical School, College, University Etc.):	City/State	Type of Diploma/Degree/Certificate & Year Completed:	
Major:	Minor:	Undergraduate Hours:	
Graduate Studies:	Graduate Hours:	*Transcripts may be required.	

FOR OFFICE USE ONLY

TEST SCORES	DATE: _____	*ORAL BILINGUAL _____	PASS _____ NOT PASS _____
TYPING SPEED: _____	WPM _____ ACCURACY _____ %	*WRITTEN BILINGUAL _____	PASS _____ NOT PASS _____
CLERICAL SKILLS: _____	% OVERALL _____	*READING COMPREHENSION _____	PASS _____ NOT PASS _____

GENERAL DATA

Answer items 1 through 6 by placing an "X" in the proper column.			YES	NO
1. Are you now working for or have you previously worked for Harris County? If yes, under what name?	<input type="checkbox"/>	<input type="checkbox"/>		
2. Do you or does your spouse have any relatives presently working for or holding office in Harris County Government? If yes, please list the name(s), relationship and the department in which employed.	<input type="checkbox"/>	<input type="checkbox"/>		
3. Are you aware of any reason which would keep you from being bonded? If yes, describe.	<input type="checkbox"/>	<input type="checkbox"/>		
4. Are you licensed to operate a motor vehicle? If Yes, Driver's License No. _____ State: <u>TX</u> Class: _____ Expiration Date: _____ If No, Identification No. _____ D.L. Endorsement, if any: _____	<input type="checkbox"/>	<input type="checkbox"/>		
5. Are you willing to work the hours assigned?	<input type="checkbox"/>	<input type="checkbox"/>		
6. Have you ever been convicted for a crime? (Exclude convictions that have been sealed, expunged or legally eradicated, and misdemeanor convictions for which probation was completed and the case was dismissed.) If YES, please use the space below to briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. Harris County will not deny employment to any applicant solely because the person has been convicted of a crime. The County, however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied.	<input type="checkbox"/>	<input type="checkbox"/>		
7. Other language(s) fluently Spoken: _____	Read: _____	Write: _____		
8. Machine and equipment skills: _____	9. Typing–WPM: _____	10. PC software applications: _____		
11. Special qualifications and skills: (Use this space to indicate any skills, licenses, or certifications, etc.; which in your opinion would qualify you for the position you seek.)				

EMPLOYMENT HISTORY

Employer:			Job Title:		
Address: (Number/Street/City/State/Zip Code)			Supervisor's Name & Title:		
From: (Month/Year)	To: (Month/Year)	Final Salary:	No. of Persons Supervised:	Full Time	<input type="checkbox"/>
Reason for Leaving:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Phone Number:		Part Time	<input type="checkbox"/>
				Temporary	<input type="checkbox"/>
Duties:					

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Address: (Number/Street/City/State/Zip Code)			Supervisor's Name & Title:		
From: (Month/Year)	To: (Month/Year)	Final Salary:	No. of Persons Supervised:	Full Time	<input type="checkbox"/>
Reason for Leaving:		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Phone Number:		Part Time	<input type="checkbox"/>
				Temporary	<input type="checkbox"/>
Duties:					

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Address: (Number/Street/City/State/Zip Code)		Supervisor's Name & Title:		
From: (Month/Year)	To: (Month/Year)	Final Salary:	No. of Persons Supervised:	Full Time <input type="checkbox"/>
Reason for Leaving:		May we contact this employer?		Part Time <input type="checkbox"/>
		<input type="checkbox"/> Yes <input type="checkbox"/> No Phone Number:		Temporary <input type="checkbox"/>
Duties:				

*For additional employment history or "volunteer work" information, please use the "Supplemental or Volunteer Information Sheet" and attach to this form.

REFERENCES

List three persons other than relatives who have definite knowledge of your qualifications.

Full Name	Home or Business Address (Number/Street/City/State/Zip Code)	Phone Number	Business or Occupation	Years Acquainted

By submitting and signing this application, I authorize and request any public or private business or other employee for whom I have worked or been employed, or with whom I have sought employment, to supply Harris County with any and all records pertaining to me that have been kept in the usual course of business, including but not limited to; drug and alcohol test results obtained within six months of the date of request for information by Harris County. The information obtained may be used by Harris County in making decisions with regard to my employment.

I authorize investigation of all statements contained in this application. I certify that there are no willful misrepresentations, omissions or falsifications in the foregoing statements and answers to questions. I am aware that should an investigation disclose any misrepresentation, omission or falsification, my application may be rejected, or if already employed, my employment may be terminated. References and previous employers will be contacted to confirm statements unless otherwise indicated. I also understand that if offered employment by Harris County, I will be required to pass a drug test as a condition of employment.

APPLICATIONS WILL NOT BE CONSIDERED UNLESS SIGNED & DATED; AND ALL QUESTIONS ARE ANSWERED.

DATE:

APPLICANT'S SIGNATURE:

By typing my name above I accept I am signing this application.