

Coral Restoration and Conservation Internship Application 2017

Thank you for your interest in the Coral Restoration Foundation Internship. Our rigorous program allows participants to delve into the world of coral restoration, marine ecology, and non-profit management. Interns can expect to gain a vast amount of experience both on the water and in our Education Center (EC). In the EC, interns will learn a range of tasks including answering phones, greeting and engaging visitors, processing field data, and performing aquarium maintenance. Additionally, interns will have opportunities to work closely with CRF staff members on a variety of projects related to conservation and non-profit administration. Diving takes place 1-4* times per week, with interns assisting CRF staff and volunteers in the management of CRF's offshore coral nurseries, the out-planting of coral colonies, and the monitoring of reefs throughout the Florida Keys. Interns will also play a crucial role as the team leaders for the groups of recreational divers that participate in CRF's dive programs throughout the year. On these programs, interns will be expected to lead divers of varying skill levels through basic nursery and out-planting tasks. Interns are also asked to present to the community on several occasions, assist at outreach events, and participate in important discussions within the foundation. Internship positions generally last four months and are full-time positions (40hrs/wk). Interns are given a moderate monthly stipend.

**Diving is weather dependent, and can cause fluctuation in days on the water, sometimes resulting in weeks where there is zero water time.*

INTERNSHIP RESPONSIBILITIES

***This list is a general overview and is not meant to be exhaustive.*

- Scuba diving field work
 - Work in the Coral Restoration Foundation offshore nurseries (i.e. cleaning structures, fragmenting corals, monitoring coral stock, etc.)
 - Harvest, transport, and outplant nursery raised corals on the Florida Reef Tract
 - Assist with field data management and be responsible for accurate and timely data input
 - Help clean boats/gear, fill scuba tanks, and use power tools to construct restoration equipment
 - Assist with and lead recreational dive programs involving scuba diving field work
- Office management
 - Act as a customer service representative (i.e. welcoming guests, giving tours, showing a willingness to interact with all visitors)
 - Conduct daily office operations (i.e. answering phones, tracking numbers of visitors, helping with retail transactions, processing donations)
 - Prioritize and complete tasks delegated by staff members
 - Be prompt and professional in all interactions
- Community outreach
 - Act as a positive and educational steward in classrooms, community events (festivals, tabling events, running a booth), and Coral Restoration Foundation hosted programs
 - Be willing to represent Coral Restoration Foundation accurately and enthusiastically
 - Present to a variety of audiences in lecture and discussion style atmospheres
 - Expect to work with children between kindergarten and 12th grade

GENERAL QUALIFICATIONS

- Applicant must be 18 years of age or older.
- Applicant should be enrolled in an undergraduate program having completed at least two years of study at an accredited college or university, be enrolled in a graduate program, or be a recent graduate from a college or university (within 3-5 years).
- Preference will be given to students who have studied or are studying marine science, specifically coral reefs.
- Housing and reliable vehicular transportation must be provided by the intern.
- Should be able to work well with and communicate with a diverse group of people including fellow interns, staff, volunteers, the public, donors, and partners.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor discretion.

DIVE/BOATING QUALIFICATIONS

- Applicant must have an Advanced Open Water dive certification.
 - Applicant should have at least 30 logged dives (15 of which must be ocean dives and 5 of which must be boat dives). Proof of logged dives will be required upon acceptance.
 - Applicant's most recent dive should have been logged within the last 12 months. Proof of logged dives will be required upon acceptance.
 - Upon selection, candidates will be required to provide:
 - Dive physical and medical evaluation
 - Dive certification cards
 - DAN insurance (or equivalent)
 - CPR/First Aid certification cards
 - Emergency O2 Administration cards
 - All dive gear (excluding tanks) must be provided by the intern. This means: BCD, regulator (with yoke, or DIN with converter), mask, fins, snorkel, wetsuit, weights, and gloves. For spring/winter, a 5mm wetsuit is suggested. For summer and fall, a 3mm wetsuit is suggested.
 - Applicant must be physically fit and able to work on the water and in the sun for long periods of time (8 hours a day for several days in a row).
 - Preference will be given to applicants with boating experience.
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To apply: please compile and email the following documents in a single PDF to Ashley Hill, Intern Coordinator, at ashley@coralrestoration.org.

- Cover letter detailing career goals and diving experience
- Resume and/or CV (including contact information for three references)
- Minimum of two letters of recommendation (letters of recommendation can be from listed references and sent separately)