



ALLEN SOIL AND WATER CONSERVATION DISTRICT

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**For more information
on these internships,
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OR**

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All SWCD/NRCS programs and services are offered on a non-discriminatory basis without regard to race, color, national origin, religion, sex, age, disability, political beliefs, and marital or familial status.

January 16, 2018

SUMMER 2018 INTERNSHIP ANNOUNCEMENT

POSITIONS OFFERED: Two temporary, seasonal college internships – Water Resources Program Assistants

LOCATION: Allen Soil and Water Conservation District (SWCD) – Lima, Ohio

INTERNSHIP PERIOD: 400 Hours, Summer Semester/Quarter 2018 Internship will commence on or about May 14 and end on or about July 27. Ten, forty hour work weeks are generally conducted Monday through Friday. Eight hour work day usually begins at 8:00 am and ends at 4:30 pm with a 30 minute lunch break.

COMPENSATION: \$10/hour through a bi-weekly paycheck

APPLICATION PERIOD: Accepting resumes through Monday, March 5, 2018. Submissions can be emailed, hand delivered or sent through standard mail – as long as they are received in the Allen SWCD office by 4:30 PM on 3/5/18. Submit to Stormwater and Watershed Programs Coordinator, Beth Seibert at beth@allenswcd.com or via the address in the letterhead.

SCOPE AND SUPERVISION: The positions for the Water Resources Assistants are temporary, involving both field and office work. Each intern will assist both the Urban Stormwater and the Information/Outreach Programs. The positions will be under the day-to-day supervision of the individual Program Coordinators.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Assist with stream outfall monitoring, illicit discharge investigations, and associated computer and other record maintenance.
- Install storm drain markers in neighborhoods and leave info piece at each home/business. Document via GPS and prepare associated database.
- Perform pond plantings and associated maintenance and protection.
- Assist with public information and outreach activities and events.
- Participate in various meetings.
- Assist with all other SWCD programs as needed.

QUALIFICATIONS AND PHYSICAL REQUIREMENTS:

- Applicants must be enrolled in college in a major course of study relevant to water resource management.
- Applicants must be able to demonstrate maturity, responsibility and initiative through previous work or project history and references.
- Applicants must be physically able to perform field work including but not limited to walking long distances, walking on rough and sloping ground, and walking up and down stream banks.
- Applicants must have a valid driver's license.

INTERVIEW AND SELECTION PROCESS: Interviews will be conducted in March with the goal of announcing successful candidates by April 9, 2018.