December 20, 2022

**SUMMER 2023 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 2023 Internship will commence on or about May 10th and end on or about July 19th. 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:** $11.00-$11.50/hour through a bi-weekly paycheck

**APPLICATION PERIOD:** Accepting resumes through Monday, March 6, 2023. Resumes need to include an objective statement clarifying the connection to the position duties/responsibilities listed below. 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 3/6/22. Submit to Watershed & Stormwater Manager, Haley Belisle at [Haley@allenswcd.com](mailto:Haley@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 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 3, 2022