



Summer Internship Program

This position description is for an intern at Madison Soil and Water Conservation District.

Job Title: Summer Intern

Work Hours: 8:00 am to 4:30 pm

Location: 831 U.S. Highway 42 NE
London, Ohio 43140

Employment Type: Full Time/Non-Exempt/Unclassified

Department: Soil and Water Conservation District

Reports to (Title): Program Administrator: Julia Cumming

Job Summary: The intern will help the District prepare and distribute educational materials to connect landowners to the resources they need to create habitat for northern bobwhite, improve water quality and conserve their natural resources. Interns are signed up as NRCS Earth Team Volunteers and may work with NRCS personnel to visit farms, check out conservation practices, assist with conservation plans, and attend trainings.

Essential Duties and Responsibilities:

- Analyze land use data and create maps to identify focal areas with potential to create 1,500 acres of habitat for a sustainable bobwhite quail population
- Develop a contact list of livestock owners and assist with mailings within the focal areas
- Create displays and distribute materials at public events and landowner workshops to raise awareness and educate the public about the importance of native vegetation and biological diversity.
- Assist staff with inventory & evaluations, surveys, and construction inspections of best management practices in the field
- Answer the phone and take messages
- Research and enter data for the SWCD Business Plan and County Comprehensive Land Use Plan update
- Attend monthly board meetings
- Perform other related duties as assigned
- Intern must turn in a final report (internship experience: daily activities, expectations, suggestions, etc.)

Minimum Experience/Training/Education:

- Enrolled in college/University majoring in Agriculture/conservation or related major.
- Must have a valid driver's License
- Proficient computer skills.
- Excellent English communication skills both verbal and written.

WORKING CONDITIONS:

- Office and field working environments

Machines/Equipment/Tools Used:

- The use of some equipment for field work that weighs 60lbs or less
- Office tools: printers, telephones, photocopier, etc.

Physical Requirements:

- Able to walk on uneven ground

Professional Expectations:

The intern is expected to:

- Be professional at all times through quality of work, punctuality, attendance, and attitude.
- Shall keep an accurate record of the actual hours worked. Some evenings and weekends hours may be required.
- Maintains a daily log of activities and contacts.
- Display the initiative and ability to learn knowledge of the field.