

Piedmont Soil & Water Conservation District (PSWCD)
Summer Intern

JOB DESCRIPTION

The summer internship position will support the Piedmont Soil & Water Conservation District's education, outreach and administrative programs. This position will receive supervision from the District Manager and the Board of Directors.

College students currently enrolled in a course curriculum related to natural resource conservation, education, environmental studies and/or agricultural/soils studies may be interested in a credit-bearing internship. Students are encouraged to discuss this with their academic major department or advisor. Each academic department has its own policies on whether or not it will grant academic credit for an internship.

Requirements

- Must have a valid Virginia driver's license prior to employment.
- May be required to use personal vehicle and will be reimbursed for qualifying mileage.
- Must be willing to submit to a background check.
- Must be a dependent on their guardian's health insurance policy.

Objectives of the position include the following

The intern will support the development of instructional and informational material for educational programs, creating K-12 educational resources (soil, watershed, etc.) for use in classrooms, writing lesson plans to use with mobile education trailer, inventorying and organizing educational materials. The intern will also perform several administrative duties, such as preparing documents for archives, updating historical scrapbooks and helping organize office supplies. Other duties that support PSWCD's mission may be assigned as necessary and build upon the strengths and interests of the intern. Interns will report to the District Manager and work closely with other PSWCD staff.

PSWCD's interns work in a professional setting and acquire practical experience in development of resource materials, execution of education programs and preparation of informational materials for all audiences.

Skills and Abilities

- Good communication skills, especially writing
- Excellent attention to detail and organizational abilities
- Professionalism
- Able to work independently as well as with a team
- Trustworthy and assumes responsibility
- Learns quickly

Education and Experience

- Enrollment in an accredited college or university with a declared major in education, natural resources, business, environmental science, agriculture or related area.
- A conservation ethic; Understanding and appreciation of the environment and conservation matters.
- Experience working with youth
- Experience with Microsoft Office

Physical Requirements

Ability to spend extended periods of time standing, walking and ability to traverse rough and uneven terrain. Must be physically able to lift 20 pounds. Job tasks require mental, auditory and visual acuity. Office work includes extended periods of time at a computer terminal.

Terms and Compensation

June 3, 2024-August 15, 2024; 20 hours/week, \$12.00/hr. Taxes will be withheld and a W2 will be issued. This position is temporary with no benefits.

To Apply:

Send PSWCD application and resume to:

Piedmont SWCD

100B Dominion Drive

Farmville, VA 23901

Contact: Deanna Fehrer, (434) 392-3782 ext. 108; dfehrer@piedmontswcd.org