



**HUBBARD COUNTY SOIL & WATER
CONSERVATION DISTRICT
POSITION DESCRIPTION AND ANNOUNCEMENT**

Position title: Seasonal District Intern
Position status: Temporary Hourly Employee (The selected candidate will not be entitled to any fringe benefits)
Starting Salary: \$13.00 per hour; non-negotiable
Position Location: Hubbard County SWCD - Park Rapids, MN
FLSA: Exempt
Hours: 8:00 am to 4:30 pm Monday through Friday. May have to work outside normal business hours during the week, or on rare occasion weekend days.
Employment Duration: Position duration will last no longer than five months. The selected candidate would start in April – June and work through August- September.
Status: At-will
Closing Date: February 15, 2018

Why Work For Us?

Hubbard SWCD will offer the successful candidate an opportunity to gain experience and get exposure to administration of the Minnesota State Buffer Law, Cost-Share Programs, GIS mapping/modeling software, monitoring MN DNR groundwater observation wells, water quality monitoring and sampling on rivers and area lakes, Wetland Conservation Act and testing domestic drinking water wells for Nitrate levels. There will be extensive interaction with landowners, community groups and other government entities. Other experiences or opportunities may arise.

The Park Rapids area is a great place to be for a summer internship with many lakes all within easy walking/driving distance that offer recreation opportunities such as fantastic fishing, swimming, boating etc. Our area also has hundreds of thousands of acres of public land close by that offer hiking and wildlife viewing opportunities. The town of Park Rapids itself is big enough to have all the common amenities and everything you need in one town yet is small enough to have a small-town feel.

POSITION PURPOSE:

Hubbard SWCD is seeking a, highly motivated, currently enrolled college student to serve as the Seasonal District Intern. This position will assist full time staff in carrying out the technical services for the District. Overall supervision is received from the District Manager and will work closely with the Water Quality/Resource Specialist.

ESSENTIAL DUTIES, RESPONSIBILITIES:

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned as required.

- Serves as a positive example to colleagues of the SWCD with regards to workplace actions, behaviors, decisions, management skills, attitude, and adherence to policy.
- Embodies teamwork and cooperation within and across the organization.

- Has strong communication and interpersonal skills and communicates effectively with the supervisors, colleagues, other agencies, and the public. Is honest, fair and dependable.
- Assist full time staff in developing and implementing projects that address the source(s) of non-point pollution affecting Hubbard County lakes and streams.
- Assist the Water Quality/Resource Specialist in implementing the Buffer Law and Buffer Cost-Share to help landowners do projects to become compliant with the MN State Buffer Law. Assist in performing site inspections.
- Attend meetings with landowners, lake associations, and conducts public outreach, through displays, presentations, the District website, social media, news articles and SWCD newsletters.
- Assist with educational field days or classroom presentations for students.
- Assist the Water Quality/Resource Specialist in performing water quality monitoring and sampling
 - Conducts lake and river monitoring including basic water chemistry, using Hydrolab hardware/software, Sonde multi-probes and Hach Multi parameter single probe meter (Nitrates).
 - Vegetation checks, maps and identification
 - Zebra Mussel Veliger sampling using vertical and horizontal seine haul techniques.
 - Other fee for services (Dissolved Oxygen/temperature profiles, car counter data collection etc.)
- Assist full time staff in the implementation of the Wetland Conservation ACT (WCA) through education sessions, site visits and Technical Evaluation Panel (TEP) meetings.
- Assist the Water Quality/Resource Specialist in Conducting DNR static water level readings on groundwater observation wells within the county.
- Data file organization and digitizing will be a side project for the intern throughout the summer between projects.
- The successful candidate will prepare a brief report and present it to the Hubbard SWCD Board of Supervisors once per month at Regular Board Meetings. The report content will be the selected candidate's accomplishments from the previous month.
- The successful candidate for this position will have the opportunity and requirement to give a presentation to the Hubbard County Coalition of Lake Associations (HCCOLA) at their regular board meeting near the end of July to report on what they have done during their internship up to that point. This is to give the selected candidate a real life public speaking experience.

PREFERRED QUALIFICATIONS:

- Proficiency with common computer applications such as PDF, GIS software, Microsoft Office Suite, especially Word and Excel, etc.
- Experience driving pickup trucks, trailering boat trailers and short utility trailers is preferred. If the selected candidate does not have this experience they will receive this training.
- Experience with using common boat equipment, operating boats and canoes is preferred.

REQUIRED QUALIFICATIONS:

- Must be currently enrolled at a university or college and receiving internship credit towards a Bachelors Degree (BA/BS), Associates Degree (AS/AAS) or equivalent in Water Resources Management, Biology, Soil Science, Natural Resources Management, Geographic Information Systems, Environmental Studies, or closely related field/program. Selected candidate and their Academic Advisor/Intern Coordinator will be required to sign an Internship Agreement that certifies the student is receiving credit.
- Must have a valid driver's license from any State or Province.
- Must be able to prove citizenship or have

- authorization to work in the United States and will be required to provide that proof on the first day of employment.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

- Ability to analyze and categorize data and information using established criteria to determine consequences and to identify and select alternatives.
- Ability to communicate effectively, both orally and in writing, with individuals with varied backgrounds.
- Ability to present material in front of groups of people.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, boat and motor, canoe, computer terminal, calculator, copy machine, and telephone.
- Ability to lift 50 pounds frequently, and 50+ pounds on occasion or as needed.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature variations or extremes, potential violence, machinery, and/or domestic animals may cause discomfort and poses little risk of injury.

SELECTION PROCESS:

Individuals selected for interviews will be contacted by phone/email. Late applicants will not be considered. Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applicants selected for the review process will be contacted directly by the Hubbard SWCD District Manager. Interviews will occur in the last week of February or the first week in March.

APPLICATION PROCEDURES:

Applicants must submit a complete resume that contains three professional references (a letter of reference will substitute for one professional reference), completed SWCD application form and a Cover Letter expressing why they want this position and why they are the best candidate for it. An application can be found on our website or picked up in person. This entire packet of a Resume, Application, and Cover Letter Must be submitted by the closing date (February 15, 2019) to:

Hubbard County SWCD
Attn: Julie Kingsley
603 Central Ave. N., Suite 100
Park Rapids, MN 56470

Or submit these materials to:

Julie.kingsley@mn.nacdnet.net

- If you do not receive a confirmation email within 3 business days, please call our office for a confirmation of receipt. 218-732-0121 ext. 4

CONTACT INFORMATION:

For specific questions regarding this position contact:

Julie Kingsley, District Manager

Julie.kingsley@mn.nacdnet.net

218-732-0121 ext. 105

EEO - Hubbard County Soil and Water Conservation District is an Equal Opportunity Provider and Employer and hires on a non-discriminatory basis without regard to race, color, religion, sex, sexual orientation, age, marital status, handicap or national origin.