



INTERNSHIP PROGRAM

PURPOSE: The purpose of the Westmoreland Conservation District's Internship Program is to provide an opportunity to explore, network, and gain real world work experiences within the natural resources conservation field.

DUTIES AND RESPONSIBILITIES: The student will assist qualified conservation district staff in their day-to-day responsibilities or with special projects of the district. This may include, but not be limited to the following duties:

- Become familiar with the functions, rules and regulations, duties of employees and policies and procedures of the conservation district
- Assist with erosion and sediment control plan review and inspections
- Assist with the design, installation, and inspection of conservation best management practices
- Take photos and complete reports as directed by district staff
- Assist with watershed monitoring program and watershed projects
- Assist with environmental education programs
- Prepare and file reports as requested
- Maintain a daily activity log
- Submit written weekly reports of daily activities
- Complete other duties as assigned by conservation district staff
- Attend evening and weekend meetings and events as needed

REQUIREMENTS: The student should be either a junior or senior in a natural resource/ environmental science program at an accredited university, or a student who desires to complete an internship with the district as a result of a class requirement.

Students must agree to:

- Commit the time and energy to complete the internship.
- Come with a positive attitude, wanting to learn.
- Have reliable transportation.
- If for credit, students must provide required paperwork in a timely manner.
- Be physically able to perform required field work including traversing difficult terrain; should be able to lift at least 20 pounds.

The Conservation District will provide:

- The experience
- Day to day supervision
- An hourly wage (\$15/hour up to a limit of 320 hours/season). Hours may be extended if funding is available.
- A review and evaluation of the student's progress during the internship and to complete required university internship documents as necessary.

SELECTION: upon receipt of resume, cover letter, and application, the District's personnel committee may request an interview before selection and notification of offer to the successful applicant.

PERIOD OF POSITION/ HOURS OF PERFORMANCE: Internship will generally coincide with a summer term beginning in mid- May and ending in mid- August (dates flexible) and/or hours per credit requirement whichever applies. Internship start time/ end time and hours per week will be dependent on student's availability. Internships will be hosted at a maximum of 40 hours/ week. Intern will fall under the District's temporary employment classification.

COMPENSATION: \$15/hour up to a limit of 320 hours/ season. Hours may be extended if funding is available.

SUPERVISION AND GUIDANCE: The intern will receive supervision and guidance from the Stormwater Program Technician and Education Program Coordinator.

For additional information about our Internship Program and to submit an application, please contact Jen Novak at 724-837-5271 ext. 211 or email jen@wcdpa.com