

CONSERVATION INTERNSHIP POSITION DESCRIPTION



The Boone County Conservation District seeks a Conservation Intern for the Summer 2019 season.

Please send your cover letter, resume, and three references to Megan Clere (meganclere@bccdky.org) by April 10, 2019.

Background:

In Kentucky, there are 121 Conservation Districts working towards the same goal: conserving our soil and water. The Boone County Conservation District (BCCDKY) is the primary entity to provide technical, educational, and financial assistance to private landowners and land users in the conservation, sustainment, improvement, and enhancement in Boone County's natural resources. BCCDKY works closely with landowners, local schools, homeschool groups, scouts, and local, state, and federal organizations.

Intern Requirements:

- Sophomore or higher status from an accredited college or university
- Ability to work in the outdoors during inclement weather and overchallenging terrain
- Ability to interact professionally with members of the general public, including K-12 students
- Proficient in Microsoft Office
- General knowledge of ecosystem functions
- Valid Driver's License
- CPR certification or ability to obtain certification upon hiring
- Ability to work occasional weekends
- Ability to work independently and with minimum supervision

Intern Job Summary:

In this position, the intern will work alongside conservation professionals to learn the technical, administrative, and educational operations of a Conservation District and assist with summer programs. In addition to the required responsibilities, the intern will have the opportunity to network with local, state, and federal individuals in the ecological and conservation field.

Start Date: Mid-May

End Date: Early August

Compensation: \$3,600 for 350 hours

Report to: Susan Brown, Conservation Education Specialist

DUTIES

Summer Camp Support (30%)

- Assist with preparation for two summer day camps, including logistics and materials
- Prepare and facilitate activities for youth during summer camps
- Assist with set up and take down of camp each day

Technical Support (30%)

CONSERVATION INTERNSHIP POSITION DESCRIPTION

- Assist with technical conservation practices, including invasive species removal, vegetation plantings, site visits, and field data collection

Educational Programs (30%)

- Assist with the planning and facilitation of family programs, workshops, and community events, including weekend programs
- Prepare documents and materials for display boards, quarterly newsletters, blogs, and social media posts

Administration (10%)

- Work with staff to organize and inventory district files and supplies
- Attend appropriate staff and board meetings
- Attend appropriate trainings pertaining to job duties, including First Aid and CPR
- Other duties as assigned