

# Muskingum Soil and Water Conservation District

## Position Description for Volunteer Intern

### **Nature and Purpose of Position**

---

This position, which shall be known as Volunteer Intern of the Muskingum Soil and Water Conservation District (MSWCD), is located in Zanesville, Ohio. The purpose of the position is to give the Volunteer Intern the opportunity to work within the major program areas of the MSWCD, including agriculture, wildlife, education, forestry, and urban. This variety will allow the Volunteer Intern the opportunity to gain work experience in the field of soil and water conservation and related programs.

### **Qualifications**

---

Completion of one year of college required. Intern must either still be in college, or have a required internship in order to graduate (if all course work has been completed). Background check required; the cost must be paid by the Volunteer Intern, but may be reimbursed at the discretion of the MSWCD Board.

### **Work Schedule**

---

The Volunteer Intern must work a minimum of 200 hours over the course of 10 weeks, not to exceed 40 hours weekly. The work day will begin at 8:00 a.m. and end at 4:30 p.m., with a one-half hour lunch period (normally 12:00 – 12:30 p.m., but it can be flexed as necessary). The District Administrator will be notified of any changes from the work day's established hours.

A timesheet will be filled out by the Volunteer Intern; it will be reviewed, approved and signed by the District Administrator.

If the Volunteer Intern cannot work or is ill, the Volunteer Intern must notify the MSWCD office by 8:30 a.m. the day he/she is reporting off.

### **General Duties and Functions**

---

The position incumbent shall:

1. Demonstrate regular and predictable attendance for the required hours to be worked.
2. Comply with all MSWCD policies, including Employment (Personnel) Policy, Board Policies, and Position Description.
3. Dress appropriately for the position and the work to be completed.
4. Be physically capable to make field visits and traverse rough, steep and uneven terrain as necessary. Be able to lift and handle the necessary equipment.
5. Work well with others, including children ages 7-17, if working Kids Conservation Camp.

6. Assist with the development and implementation of the MSWCD's public relations program through displays, tours, field days, educational events, workshops, clinics and other related activities relative to MSWCD programs. Programs relative to conservation will be offered for both adult and youth.
7. Assist with radio and television programs, news releases and *District Newsletter* articles as assigned.
8. Responsible for proper use and storage of MSWCD automotive, office and rental equipment.
9. Actively participate in the day-to-day activities and display a good attitude and work ethic.
10. Prepare and maintain forms used in providing assistance to land users, land owners, administrative records, progress reporting, and all other field office records necessary for documentation and preparation of reports to MSWCD Board, OSWCC, ODNR – Division of Forestry, ODNR – Division of Wildlife, Muskingum County Auditor, and USDA-NRCS. Enter required information in SWIMS reporting program.
11. Perform all other activities and duties as assigned.
12. Assist in the security of all electronic data, hard copies, and computer equipment.
13. Must be insurable for vehicle operation and have a valid Ohio driver's license. May be required to use personal vehicle.
14. As needed, answer the telephone and meet office callers.

### **Specific Programs**

---

The Volunteer Intern will assist the MSWCD staff responsible for providing technical assistance. The following is a brief listing of the five major program areas and two seasonable/intermittent areas in which the Volunteer Intern may work.

**Agriculture** – A variety of conservation practices are installed annually. The Volunteer Intern will assist the Agricultural Resource Specialist with initial site reviews, surveys, and construction layout of various conservation measures. The practices may include grassed waterways, diversions, subsurface drainage, open drainage, spring developments, stream fencing, etc.

Non-engineering duties might include the set-up and calibration of the MSWCD's no-till drills for the planting of forages, small grains or soybeans. Also might include instructing renters on use of lime spreader.

**Wildlife** – The MSWCD, in conjunction with ODNR Division of Wildlife, assists landowners with wildlife damage control to agricultural crops. The Volunteer Intern will assist the Education/Wildlife Specialist in identifying wildlife damage in the field. Other assistance may include creating displays and programs dealing with wildlife or wildlife damage control.

**Education** – The Volunteer Intern will assist MSWCD Staff with carrying out the MSWCD education programs. These programs may include, but are not limited to Kids Conservation

Camp, teacher workshops, clinics, displays for the fair and Farm City Day, newsletter articles, and articles for the District's website and Facebook page.

**Forestry** – The Volunteer Intern will assist the Forest Resource Specialist with the development of forest management plans, including, but not limited to CAUV Forest Management Plans. This includes the field visit with the property owner, assembling of management plans, and entering the data in SWIMS and GIS. The Volunteer Intern may be asked to assist with any planned forestry event.

**Urban** – Many conservation practices are planned and applied in the urban (non-ag) setting. These practices may include storm water and erosion control, surface and subsurface drainage, erosion control structures, vegetation establishment, storm water retention basins, rain gardens, etc. Services are provided to private landowners, villages, the City of Zanesville, township trustees and other county agencies.

### **Urban Agriculture**

At the end of 2016, the Muskingum SWCD received an NACD Grant for the implementation of urban agriculture. The program has grown tremendously, and the Volunteer Intern may assist with community or school gardens – site evaluations, site preparation, garden establishment, garden up keep, and events for the program.

**Water Quality** - The MSWCD continues a water sampling project in the Salt Creek Watershed. We work in collaboration with Dr. Lois Zook of Muskingum University to run the water samples in their chemistry lab. The Volunteer Intern will have opportunities to collect water samples and participate in water quality testing.

**Grant Work** – The MSWCD may, at times, have an active grant going on through the summer that requires field work, gathering and preparation of samples (water, soil, plants), etc.

### **Guidance and Supervision**

---

The Volunteer Intern is responsible for developing his/her weekly schedule in conjunction with the MSWCD staff members. Volunteers Interns assigned to work Kids Conservation Camp are required to work Monday and Wednesday each week for the ten weeks of camp.

Direction and daily supervision will be provided by the District Administrator and MSWCD staff.

Must communicate, orally or in writing, all work-related problems or concerns with the District Administrator.

### **Training**

---

Training will be provided by MSWCD staff. Also, specific technical guides, manuals, and handbooks are available for review.

The Volunteer Intern may choose to focus his/her work on a specific program or project as time and workload permit.

**Agreement**

---

The MSWCD Board reserves the right to cancel the internship/scholarship at any time should they deem it necessary due to issues with the intern, such as a bad attitude, poor work ethic, inappropriate conduct, poor attendance, inappropriate dress, poor job performance, inability to work well with others, etc.

The MSWCD will provide hands-on learning experiences in the areas listed above. The Intern will also be introduced to various computer software computer applications, including but not limited to ArcGIS and Web Soil Survey. Educational webinars on soil health and water quality will be made available. Interns may have opportunities to attend trainings, events, field days, tours, etc. as they become available.

The MSWCD will provide the successful intern with a \$1,000.00 scholarship, to be presented at the August Board meeting. In the event the internship is the final requirement for graduation, the \$1000 may be used for student loan debt.

Following the completion of the summer internship, the District Administrator will complete a review of the Volunteer Intern's accomplishments and work habits. The Volunteer Intern will be asked to provide program feedback – what was learned and what areas need to be improved. The information will be used to further develop the program.

**Adopted:**

---

I understand and will perform to the best of my ability the job duties and requirements specified in this position description.

\_\_\_\_\_  
District Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Intern

\_\_\_\_\_  
Date

Adopted by the Muskingum Soil and Water Conservation District Board of Supervisors as recorded in the official minutes of the December 8, 2015 Board Meeting. Updated December 2017 (added Urban Ag).