

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, urban ag, 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 preferred. Background check required to work at any event with children.

Work Schedule

The Volunteer Intern may work up to 12 weeks, not to exceed 40 hours weekly. The normal work day begins at 8:00 a.m. and end at 4:30 p.m., with a one-half hour lunch period. The Volunteer Intern is to schedule the days/hours he/she would like to work with the appropriate SWCD staff. 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.
2. Comply with all MSWCD policies, including Employment (Personnel) Policy, Board Policies, and Position Description.
3. 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.
4. Work well with others, including children ages 7-17, if working The Green Team Youth Conservation Club.
5. Dress appropriately for the position and the work to be completed.
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. This will include assisting with the development and creation of a fair display.

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. Attend and participate in a “meet and greet”/orientation lunch potluck before beginning.
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, ODA, OSWCC, ODNR – Division of Forestry, ODNR – Division of Wildlife, Muskingum County Auditor, and USDA-NRCS. Enter required information in SWIMS reporting program.
11. Perform 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 major program areas.

Agriculture – A wide 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.

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

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.

Urban Greens (Urban Ag)– The mission of the Urban Greens Program reads: “Growing food, growing community. Together we are working to develop and support urban agriculture projects in Muskingum County.” Work opportunities include hands-on work in the gardens, helping with community events, etc.

Guidance and Supervision

The Volunteer Intern is responsible for developing his/her weekly schedule in conjunction with the MSWCD staff members.

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 Volunteer Intern agrees that all programs and services of the MSWCD, ODA, and USDA-NRCS are offered on a nondiscriminatory basis, without regards to race, color, national origin, age, sex, religion, marital or family status, disability, retaliation, political beliefs, sexual orientation, genetic information or handicap.

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.

Volunteer Interns will be required to complete the NRCS Earth Team Volunteer forms. Volunteer Interns who will have any exposure to children will be required to get a background check.

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 June 12, 2012 Board Meeting. Updated July 2016 and approved August 9, 2016. Updated April 2018. Updated February 2019.