



Ontario County SWCD Student Aide - Internship Summer 2020

CIVIL SERVICE CLASSIFICATION: Labor

APPLICATION DEADLINE: Friday, April 3rd 2020

TERM OF ASSIGNMENT: Approximately 10 Weeks between June 1st – August 31st

HOURS PER WEEK: Average 40 Hours per week; work is mostly conducted during regular business hours; occasional extended and weekend hours, if needed

COMPENSATION: \$15 per hour

JOB SUMMARY:

The District is seeking a Student Aide to assist with District operations to promote healthy soil and water practices in Ontario County. A highly motivated student will learn principles and gain experience in database management, agricultural and stormwater best management practices. Interns support full time staff in tracking operations, and public outreach. An internship with the Ontario County SWCD will provide a rich opportunity to learn a variety of environmental management skills, as well as provide exposure to town/county wide operations and procedures.

DUTIES INCLUDE:

Collects and tracks data, including high quality onsite wastewater treatment and agricultural data;
Assists in implementing project plans and meeting grant deliverables;
Performs field work related to agricultural, stormwater and residential best management practices;
Attends meetings and/or training sessions as requested and reports on current activities/projects and outcomes;
Participates in outreach events and interacts with key officials, staff, and members of the general public.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of principles and practices of database management and GIS; good knowledge of best management practices for water quality, water management, and related practices; good knowledge of environmental planning and construction; working knowledge of applicable state and local regulations and programs pertaining to natural resource and soil and water conservation; working knowledge of surveying land for the purposes of design and construction; working knowledge of related geographic information systems (GIS); ability to establish and maintain cooperative relationships with local officials, property owners, contractors, and the general public; ability to communicate orally and in writing; organizational ability; good judgment; physical condition commensurate with the demands of the position.

HOW TO APPLY:

Email resumes, cover letter and contact information for three references with Subject Line: ONTSWCD Internship 2020 to Megan Webster at megan.webster@ontswcd.com by **Friday, April 3rd 2020**. Candidates selected for an interview will be contacted the **week of April 27th**, with anticipated start dates in early June. Questions? Please contact: 585-396-1450