

VLAWMO Summer Intern 2015

Contact Stephanie McNamara – Watershed Administrator
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Letters of interest and resumes accepted 1/26/15 to 2/11/15
May – August, 2015
Part time, temporary

Education, experience and capabilities

- The intern should have college level coursework and an interest in water resources.
- The intern should be comfortable using several software applications including MS Word, Excel, Power Point, Photoshop, Adobe and GPS/GIS.
- Background in biology, hydrology, environmental education, ecology, plant identification, vegetation management, basic mechanics and canoeing are helpful.
- A Minnesota driver's license is required. The Intern must have a reliable vehicle capable of transporting a small canoe. Roof racks are provided by the watershed.
- Self starting individuals, capable of multi-tasking are preferred.
- Applicants should be able to do occasional lifting (up to 50 lbs), crouching, standing and walking on uneven ground
- Applicants should have good communication skills & be comfortable engaging the public (youth & adult) both in person and via electronic media

Duties

- Assist with the water quality monitoring program to: collect samples, take dissolved oxygen readings, and assist with lake level readings
- Data entry and analysis. This may include learning and using the State and National database, and/or STORET/EQUiS. The intern can expect to summarize and present the summers work by the end of the season.
- Watershed education assistance may include workshop assistance, developing educational materials, manning a community event booth, writing articles of public interest, website and social media updates, Odonata monitoring and field work. Some evening and weekend work.
- Cost-share program assistance may include site visits to shoreline restorations and raingardens and other follow-up on completed projects.
- Watershed field work including planting and seeding in project areas, weeding, watering or erosion control assistance. Photography skills are useful.
- Various office duties including word processing, copying, email correspondence, research and information gathering, etc.
- Other duties as assigned.

The intern will report to the Administrator or appropriate staff depending upon duties.
Salary range: \$10 - \$13 depending on experience.