

Hanover-Caroline SWCD Conservation Educator Internship

Job Description

The intern is an employee of the Hanover-Caroline Soil & Water Conservation District (H-C SWCD) and reports to the Education Specialist in carrying out the directives of the District. The District Board of Directors is responsible for hiring, separation, rate of pay and allowances, and establishing any other requirements associated with an employer-employee relationship.

Summary

The position will focus on providing support for the H-C SWCD educational programs. This position is classified as non-exempt under the Fair Labor Standards Act.

Position Details

- **Desired Term:** 10 weeks from September through November 2024
- **Compensation:** \$20/hour biweekly by Caroline County payroll. Timesheets will be submitted to Caroline County biweekly. Taxes will be withheld. This is a limited-term position that does not include benefits.
- **Equipment Support:** A computer will be provided with access to required software and programs. Use of a District vehicle may be coordinated with other staff members for field work and meetings. Other required equipment will be provided.
- **Work Location:** Must report to the H-C SWCD office as scheduled. A workstation will be provided, and remote work may be included.
- **Work Hours:** The work schedule will be coordinated with office staff with no more than 40 hours in a work week and not more than 1500 hours in a calendar year. The ideal candidate will be available 10-20 hours per week, though scheduling may be flexible for the right candidate. The position may require hours inside and outside of regular business hours.

Duties and Responsibilities

- Works with the Education Specialist to support K-12 and community/adult educational programming within Hanover and Caroline Counties including outreach events, and/or training events that may include Meaningful Watershed Educational Experience (MWEE) field experiences, Ag Days, Envirothon trainings, scout troop presentations, and other educational programs as requested.

- Completes required training including Hanover County Security Awareness Training, and may complete optional training including, but not limited to, MWEE 101
- Assists with media responsibilities including social media management, photography, and administration of the quarterly email newsletter

Qualifications

- Applicants must be at least 18 years of age
- Applicants must be currently enrolled in at least the second year of a college level curriculum, have taken some college level courses, or have a post-secondary degree. High school students and students with no college courses are not eligible. Student applicants should be in good academic and social standing with their institution
- Must be eligible to work in the United States and in Virginia. H-C SWCD is not able to “sponsor” interns.
- Must have reliable transportation, a valid driver’s license, a safe driving record, and be willing to travel within the local area
- Must pass satisfactory completion of a background check
- Must be able to physically lift up to 50 pounds, work in varying weather conditions, traverse rough and uneven terrain, and spend extended periods of time standing and walking
- Must have strong oral and written communications skills
- Must have strong interpersonal skills and maintain effective working relationships with others in a team environment
- Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences.
- Must be able to work independently and schedule time efficiently
- Must possess deductive reasoning skills and be able to analyze and synthesize information for problem solving
- Must have a personal commitment to working with diverse clientele and colleagues
- Must be able to speak comfortably in front of large groups

Preferred Qualifications

- Experience teaching large groups of K-12 students and/or adults in outdoor settings
- Familiarity with public outdoor spaces in Hanover and Caroline Counties
- Familiarity with large event planning and coordination

Other

The Hanover-Caroline Soil and Water Conservation District is committed to the principles of equal employment opportunity and the highest ideals of diversity, equity, and inclusion. We believe that our greatest strength lies in the individual differences, experiences, and skillsets that our employees bring to the table. Because of this, we strongly encourage applications from all walks of life, and we welcome all contributions in terms of age, beliefs, color, culture, disability, education, ethnicity, gender identity/expression, language, national origin, race, religion, sex, sexual orientation, and veteran's status.

We encourage neurodivergent applicants or people with disabilities, for whom reasonable accommodation can be provided, to apply for this role.

To Apply

Submit a [Commonwealth of Virginia Application](#), resume, and one page cover letter detailing why you would be a good fit for the position and what you hope to learn should you be selected for the position. Selected applicants will be invited to an interview following application review. Email applications to Education Specialist Anna Moreau at afmoreau@hanovercounty.gov with the subject line "Conservation Educator Internship." Applications are due by 4:00pm on Friday, August 23, 2024.

Questions & Contact

Questions for the position can be directed to Anna Moreau, Education Specialist, at afmoreau@hanovercounty.gov.