



INTRODUCTION: North St. Louis Soil & Water Conservation District, located in Virginia, MN, is seeking 2 interns to help manage the 2022 Aquatic Invasive Species (AIS) Program in northern St. Louis County. Interns will assist with AIS Program activities including watercraft inspections and decontaminations, educational outreach, watercraft inspector supervision, and AIS monitoring. Flexible scheduling. Regular working hours will include weekends and holidays. **Apply via email by February 28, 2022.**

DUTIES AND RESPONSIBILITIES:

Watercraft Inspection & Decontamination Program

- Inspects and decontaminates watercraft for AIS
- Provides technical support and supervision to watercraft inspectors
- Assists with watercraft inspector on-the-job training and guidance
- Communicates with inspectors' employment agency and AIS Program Coordinator, conducting inspections and helping with scheduling
- Assists with movement, set-up, and maintenance of decontamination stations
- Instructs and guides private resorts and other private water access volunteers in watercraft inspection training
- Follows protocols for notifying employment agency and AIS Program Coordinator of program concerns
- Completes data entry, data analysis, and summary reports

Aquatic Invasive Species Early Detection

- Assists with AIS early detection trainings for volunteers
- Conducts AIS early detection surveys and other monitoring at boat ramps, water bodies

Public Education and Outreach

- Provides AIS education and outreach at special events and to organizations including but not limited to: resorts, bait shop dealers, lake service providers, fishing tournaments, townships, lake associations

Other duties as assigned; special projects suggested by intern may be considered

ESSENTIAL JOB FUNCTIONS:

Obtain/renew Level 1 and Level 2 MN DNR Watercraft Inspector Certification

Work independently with minimal supervision

Willingness to work varying hours and in adverse weather conditions

Supervise watercraft inspectors

Maintain and inventory inspection and decontamination equipment

Record and manage data using various devices

Provide dynamic customer service experience to boaters

Effectively communicate and collaborate with a diverse group of County partners

MINIMUM QUALIFICATIONS:

Current enrollment or recent graduate of an Associate/Bachelor program in natural resources-related field such as biology, environmental science, ecology, recreation, enforcement, etc.

Previous leadership or supervisory experience

Computer skills that include Microsoft Office suite of programs

Valid Driver's License with clean driving record and access to reliable transportation

Pass criminal background check(s)

DESIRED QUALIFICATIONS:

Prior watercraft inspection and decontamination experience
Prior Education and/or Customer Service experience
Prior experience towing and backing up trailers
Knowledge of federal and state statutes, rules, and policies applicable to AIS
Basic knowledge of AIS and/or ability to identify common AIS
Enthusiasm for outdoor recreation and ecosystem health

PHYSICAL REQUIREMENTS:

Must be able to sit, stand, and walk for long periods of time. Lifting heavy objects, crawling, and bending required 15% of the time in this job. Must be able to sit in a vehicle to get to the job sites. Must be able to bend/stoop, squat/crouch, climb, kneel, and twist. Must be able to climb ladders, work both inside and outside, and around moving equipment.

SUPERVISION:

This position is under the direct supervision of the AIS Program Coordinator. Performance of each duty and assigned responsibility will be evaluated by the AIS Program Coordinator.

HOURS, WAGE & BENEFITS: Temporary position starting at \$17.00/hour, no benefits. Start and end dates are flexible April-September. Positions are budgeted to work 40 hours per week from mid-May thru August; part-time hours are available before and after.

EMAIL RESUME, COVER LETTER, and 3 REFERENCES TO:

Kelsea Goettl, NSLSWCD Aquatic Invasive Species Program Coordinator

kelsea@nslswcd.org

Please title the Subject as: NSLSWCD AIS Internship

ANTICIPATED TIMELINE:

Apply By – February 28, 2022

Interviews – March 4, 2022

Board approval – March 9, 2022

Start date – Mid/Late April or May

VETERANS PREFERENCE POINTS:

The SWCD gives veterans preference points to eligible applicants during application screening. Please include a copy of your DD214 and other required documents if you are applying for Veteran's preference points.

DATA PRIVACY:

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested in the application process. Name, home address, telephone numbers, and email address are used to identify you and to contact you about potential job opportunities. If your name is not provided, we won't be able to process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law. North St. Louis Soil & Water Conservation District is an equal opportunity and veteran friendly employer. In compliance with the Americans with Disabilities Act, the SWCD may provide reasonable accommodations to qualified individuals with disabilities during the application and selection process and upon employment.

You are not legally required to provide any of the private data listed above. SWCD employees and board supervisors involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule, or court order.