



Solano Resource Conservation District Position Announcement

Job Posting available at www.solanorcd.org

Position Title

Lake Berryessa Boater Outreach Intern (Temporary Position)

Introduction

The employer is the Board of Directors of the Solano Resource Conservation District (Solano RCD), and supervision will be from the Education Program Director. This is a temporary position providing environmental outreach and water quality education at Lake Berryessa.

Employment Duration

The Program runs May 14– September 12. Required hours will be either Thursday or Friday morning meetings at Dixon Field Office. Outreach takes place Saturday and Sunday from approximately 7:30AM to 5:00PM. Interns are expected to work all holidays and holiday weekends (Including Memorial Day, Fourth of July, and Labor Day). Internship duration may be shortened depending on student availability.

Location

This position is currently located in the Dixon Field Office of the Solano Resource Conservation District in Solano County, California.

Essential Job Functions

- Approximately 80% Field, 20% Office
- Administer surveys and distribute information on watersheds and “clean and green” boating practices to boaters and day-users; deliver one-on-one outreach on water quality issues.
- Organize and maintain an inventory of program materials and supplies.
- Create, organize, and manage data and photos collected each week.
- Prepare weekly and final summaries of the data collected.
- Compose newsletter articles about watershed protection and the Lake Berryessa Boater Outreach program.
- Enthusiastically wear the “Bilgee” costume to inform boaters of Lake Berryessa’s bilge pad program as well as keeping watersheds clean and healthy; serve as an assistant to others wearing the Bilgee costume while simultaneously conducting surveys.
- Help analyze and create a final report on data collected; present to partner agencies.
- Other duties as assigned.

Benefits for Lake Berryessa Outreach Interns

- Resume and cover letter tips.
- Enhanced presentations skills
- Professional growth in teamwork, leadership, data management, and public relations.

Minimum Qualifications

- Student in the process of an undergraduate or master's degree or a recent graduate student
- Focus of study or declared major in: environmental science, environmental planning, watershed science, biology, ecology, horticulture, geology, hydrology, public relations or similar field.
- Experience in Microsoft Office
- Prior experience in customer service preferred but not required.
- Excellent communication and organizational skills as well as the ability to multi-task.
- Must be comfortable working alone, with a partner, and on a team.
- Must be able to work in extreme heat and inclement weather.
- Environmental education and outreach experience encouraged but not required.
- Possess a car, valid CA Driver's license, current auto insurance, good driving record and a reliable vehicle.
- Applicant should be a team player with an ability to work with staff and students who have a diverse range of backgrounds, motivations and interests.

Physical Demands/Environmental Factors

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Internships listed above bend, stoop, kneel, reach and climb to perform work. Interns must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Interns work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, possible road hazards, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

Compensation

Internships are temporary positions (\$17 per hour). Medical, dental, vision, and retirement benefits are not provided. Candidates will be required to drive to their primary reporting locations, and mileage will be provided for work-related driving.

To Apply

Send cover letter and resume to:

Attn: Marianne Butler
1170 N Lincoln Suite 110 Dixon, CA 95620
Office: 707.678.1655 ext 114/Cell: 567.674.5611
Email: Marianne.Butler@Solanoecd.org

Final Filing Date: April 30, 2018, 5:00 PM PST (or until positions are filled)