



714 Lacey Road, Forked River, NJ 08731 Tel (609) 971-7002 Fax (609) 971-3391

www.SoilDistrict.org

INTERNSHIP ANNOUNCEMENT – 2018

About the District:

The Ocean County Soil Conservation District (OCSCD) is one of fifteen districts in New Jersey established under Chapter 24, Title 4 of the revised statutes of 1937. This legislation declared the policy of the Legislature through the State Soil Conservation Committee and local soil conservation districts, and provides for conservation of soil and water resources and the control and prevention of soil erosion in New Jersey. Local districts are responsible for conservation programs within their geographic areas as covered by the political boundaries of their respective counties. A Board of Supervisors, five local residents who are recommended by a local nominating committee and appointed by the State Soil Conservation Committee, administers each district. OCSCD was organized in 1952. In 1975, due to serious erosion and sedimentation problems arising from urban development, the New Jersey State Legislature enacted Chapter 251, P.L. 1975, the Soil Erosion and Sediment Control Act. This legislation mandated that a municipality cannot issue a construction permit unless the local soil conservation district has reviewed and certified a soil erosion and sediment control plan for that construction.

OCSCD's involvement in conservation has expanded over the years, keeping pace with the continuing development and growth of Ocean County. Its mission is now multi-faceted, including the enforcement of Chapter 251, education and public outreach programs, and the research and development of techniques to improve soil health and water quality.

Internship Opportunities:

OCSCD has numerous internship projects and opportunities. Valuable experiences are available in natural resource management, public outreach, education and presentations, graphic design, clerical and office management and more! Please see enclosed descriptions or contact the District for an updated list. If you have a specific idea for a project, and don't see it listed, please submit it to the District for consideration and review. Interns are generally offered a stipend (currently \$700.00) that is payable upon the successful completion of the requirements and the end of the semester that is meant to help offset the cost of tuition.

Internship Requirements:

All interns will be selected based on their application, transcripts, advisor approval, and a professor recommendation and an interview with OC Soil Conservation District staff.

- Complete an internship application
- Be enrolled in an accredited college
- Submit a copy of current transcripts
- Obtain a recommendation or endorsement from a professor or advisor
- Be organized, creative, and eager to work both in an office environment and in the field (depending on internship project)
- Hold a valid NJ Driver License
- Work well with others **and** be able to work independently
- Possess adequate computer skills for project responsibilities

Enclosures: Internship Project Descriptions for Technical Assistants in Soil and Sediment Control Program, Education and Outreach Assistants and Office Management Assistants & an Internship Application

For Further Information:

Christine R. Raabe, District Director
Ocean County Soil Conservation District
714 Lacey Road
Forked River, New Jersey 08731
609-971-7002 ext.119
craabe@soildistrict.org

**OCEAN COUNTY SOIL CONSERVATION DISTRICT
INTERNSHIP PROJECTS - 2018**

Project Choices & Descriptions: Below are listed specific projects and activities for which the District is seeking assistance. Internships can also be designed to meet the specific needs, requirements, skills and availability of a student. Please contact the District to discuss further.

I. Intern Title: Technical Assistant - Soil Erosion & Sediment Control Program

This position is akin to an entry level inspector position. The intern in this position will gain experience in the following areas:

Stormwater Management Basin (HXH)Database -

Candidates will be entering Hydraulic and Hydrologic Data into a uniform state-wide reporting system. The project is a partnership between the NJ Department of Environmental Protection, NJ Department of Agriculture and the local Soil Conservation Districts. The project is being undertaken to assist these agencies to determine the locations of stormwater basins to determine if they are properly functioning for water quality purposes. Candidates will also become familiar with reading and interpreting construction plans, specifically for drainage, grading and soil erosion and sediment control. Field work may include onsite inspections to see previously constructed stormwater basins and basins currently under construction utilizing the most recent construction techniques.

Soil Erosion and Sediment Control Program - Interns will gain experience with the District's Soil Erosion and Sediment Control Program. Some interpretation of aerial photography will be necessary. Candidates will also become familiar with reading and interpreting construction plans, specifically for drainage, grading and soil erosion and sediment control. Activities will include field inspections and hands on experience with compliance procedures.

District Education Program – This intern will also have the opportunity to assist with various District educational programs as interest and availability dictate. This may include working on District grants, presentations and public displays, and the annual Environmental Educators Roundtable held each spring. Agricultural and gardening related activities are included in the District's overall conservation program.

Questions? Contact Kerry Jennings, Assistant Director, at 609-971-7002 ext. 125 or via email at kjennings@soildistrict.org

II. Intern Title: Education and Outreach Assistant

This position offers numerous opportunities to gain experience in public outreach, programming, grant writing and management, project design and implementation and media relations. Internships in this area lend themselves to customizing based on the specific requirements and goals of the candidate. Candidates should consider the following potential tasks and projects:

Event Planning Assistant -

OCSCD holds a number of training events throughout the year including an annual teacher training/professional development event annually in late April. Planning for this event begins in the fall and culminates with the actual event at the end of April. Intern will assist the District Education Coordinator in contacting the various partners/facilitators; developing the workshop choices and descriptions; the creating the Program & registration form; distributing the Registration information, etc. Coordinating volunteers to help at events will provide managerial experience in human resource management.

Educational Resources Organization & Teaching Kits –

OCSCD has an educational resources library which includes various print materials, classroom posters, curriculum, booklets, etc. General organization, inventory and cataloging of these materials is needed. This internship also involves developing themed outreach & teaching kits for use at various events utilizing existing educational resources and other sources for ideas. Creating and assembling the materials for conducting simple, hands-on demonstrations and simple "make and take" craft –type projects teaching a variety of soil and water and natural resource concepts. All materials and supplies identified and needed to assemble the teaching/instructional kits will be provided by the District. This is a perfect opportunity for the student seeking a career in early childhood or elementary education.

Outdoor Classroom Inventory and Follow-Up -

OCSCD has a long history of funding and developing Outdoor Classrooms throughout the County. Approximately 35 such projects were completed over the past 20 years. This internship will require developing a survey; contacting schools; identifying sites that still have active and maintained Outdoor Classrooms; obtaining updated photos, curriculum integration and activities using the Outdoor Classroom, and other details as determined. This internship will involve incorporating all information, photos, etc. into an **interactive web page** about Outdoor Classrooms in Ocean County. It will entail research and data simulation, as well as excellent computer skills and abilities utilizing graphics, photographs and other media.

1. Community Education Internship –

OCSCD conducts public education and outreach partly through tabling at festivals and events. This internship involves developing themed outreach displays for use at various events utilizing existing educational resources and other sources for ideas. Creating and assembling the materials for conducting simple, hands-on demonstrations of soil and water concepts, natural resource conservation, water conservation, soil health stewardship, and other topics using existing references and activities. These initiatives are to inform and motivate the public and is an excellent opportunity to use your creative, artistic skills and gain first-hand experience in public education and outreach. By helping Ocean County Soil Conservation District to reach out to area organizations to set-up speaking and Powerpoint engagements, you will learn the basics of communicating message and working in the local community. You will also learn about basic public relations and media coordination.

Questions? Contact Becky Laboy, Education & Outreach Coordinator, 609-971-7002 Ext. 114 or education@soildistrict.org

III. Intern Position Title: General Clerical/Office Management

Project Description:

The District has numerous large files of documents that need to be scanned and linked to an Excel inventory listing as pdf files for electronic archiving. These items include: Board meeting minutes and correspondence; historical grant files, and other items as deemed necessary and identified. Developing a cataloging and maintenance system for electronically saving files in the future would be integral to this internship. Assistance with re-organizing files and record retention/destruction. Assisting in archiving and organizing photographs and slides. Basic computer familiarity and skills and experience with basic Excel creation required. Activities may also include general office duties as needed.

Questions? Contact Jean Baluski, Office Manager, 609-971-7002 Ext. 111 or jbaluski@soildistrict.org

It is anticipated that these positions will require a minimum of 10-15 hours a week during the course of the semester. Each intern will receive a one-time tuition reimbursement stipend of \$700.00 upon the successful completion of the internship.

Interested applicants should submit a resume, and copy of transcript and the completed application. Information may be sent via mail or e-mail.

Please send attention:

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