



PEOPLE • CONSERVATION • RESOURCES

1206 Ag Center Drive, Pottsville, PA 17901-8732  
Phone: (570) 622-3742, ex. 5  
Email: [schuylcd@co.schuylkill.pa.us](mailto:schuylcd@co.schuylkill.pa.us)  
Website: [www.schuylkillcd.com](http://www.schuylkillcd.com)

## COLLEGE INTERNSHIP PROGRAM

This internship provides students with experience in all aspects of the Schuylkill Conservation District. Interns will work on District programs, including: watershed restoration and planning, conservation planning, water quality monitoring, farmland preservation, education and outreach, erosion and sediment control, parks and recreation, and office administration.

Interns will collaborate with staff to plan and implement restoration projects, perform maintenance and monitoring of projects, provide overall project support, and raise community awareness on the importance of conservation.

An internship is a great way to network, meet professionals in natural resources conservation, and gain experience in a work environment. The SCD is looking for interns that are not only wanting work experience, but valuable learning opportunities that help develop lifelong skills as well as gaining a deeper understanding of concepts learned in classes through hands-on applications.

Internships are generally offered in the summer (May-August). Other time periods can be requested and arranged on a case-by-case basis. Interns can earn academic credits if arranged through a school advisor.

### Qualifications

- Basic knowledge of environmental science, data collection and management
- Ability to work well in a team and independently with limited supervision
- Ability to talk in front of groups including, and not limited to, children, high school students, college students, landowners, and general public
- Ability to work outdoors in varying weather conditions
- Ability to use hand and power tools (shovel, mower, brush-cutter, saw, drill, etc)
- Available to work occasional weekends and shifts longer than eight hours
- Valid driver's license (preferred)
- Completion of background checks/clearances and motor vehicle record check/clearances

### Working Conditions

Work is performed in a normal office environment with frequent interruptions or in the field. Work requires frequent travel to remote areas of the county (county vehicles available). Work may be performed around hazardous machinery and substances. Some squatting and bending is required, as well as lifting objects up to 25 pounds. When in the field, uneven and rough terrain may be encountered, including during inclement weather where wet and slippery surfaces may be present.

### To Apply

Please submit SCD Internship Application, resume, and cover letter to [schuylcd@co.schuylkill.pa.us](mailto:schuylcd@co.schuylkill.pa.us) by March 1st (recommended) for summer internships. Contact District Manager Jenna St. Clair ([jstclair@co.schuylkill.pa.us](mailto:jstclair@co.schuylkill.pa.us), 570-622-3742 x5) for more information or to check availability.

*The Schuylkill Conservation District protects and restores the county's natural resources through education, cooperation, guidance, and technical assistance that promotes wise stewardship, responsible development, and sustainability.*



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### INTERNSHIP APPLICATION

Internship term requested: Summer \_\_\_\_\_ Other \_\_\_\_\_

Approximate start and end dates: \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Emergency Contact (name, phone, relationship) \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

High School: \_\_\_\_\_

College: \_\_\_\_\_

Number of credits expected for internship \_\_\_\_\_

Class status at time of internship:

Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior (+) \_\_\_\_\_ Graduated \_\_\_\_\_

Potential interns are asked to realize their responsibilities to the Schuylkill Conservation District, their university or college, and themselves to complete appropriate hours per credit. Interns should be aware of the confidentiality inherent with any environmental regulatory program and their exposure to sensitive information contained within office files. Applicant agrees to undergo any background checks/clearances and motor vehicle record check/clearances that the Conservation District deems necessary to complete internship.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please submit **cover letter and resume** with this application to:

Jenna St. Clair, District Manager

[schuylcd@co.schuylkill.pa.us](mailto:schuylcd@co.schuylkill.pa.us)

Fax: 888-900-8621

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*"The Schuylkill Conservation District is dedicated to protect, enhance, restore, and promote the responsible use of the county's natural resources for future generations by partnering, coordinating, and fostering cooperation. This is accomplished with the assistance of public agencies, private groups, and individuals."*