



**Pickaway Soil and Water Conservation District**  
**110 Island Road, Suite D**  
**Circleville, Ohio 43113-9056**  
**740-477-1693 pickawayswcd.org**

## **Summer Internship Opportunities**

### **Description**

This position will assist our Pickaway SWCD Technical and Education Staff.  
Two internship positions offered, high school or college students.

### **Primary Location**

Pickaway SWCD, 110 Island Road, Suite D, Circleville, OH 43113

### **Schedule**

Part-time, up to 40 hours per week, May through August 2023  
Office hours are Monday-Friday 8-4:30. These hours may be modified.

### **Compensation**

\$11-\$16 an hour

### **Duties Include**

- Assist with fieldwork such as site evaluations, surveying, plan development, construction checks, etc.
- Assist with the agricultural pollution abatement program through investigations, documentation and resolutions as needed.
- Assist in public education and outreach activities and events as needed, including the Pickaway County Fair and Experience Earth Camps.
- Assist with various office duties and tasks as assigned, including helping run the Facebook page and scanning old design files into the computer.
- Complete timesheets in Beehive in a timely manner.

### **Skills Required**

- Possess communication skills with an ability to work with a variety of employees, landowners, youth, etc.
- Capable working outdoors in all weather conditions.
- Ability to lift at least 25 lbs.
- Basic computer skills in Microsoft Office, Publisher and Excel. (Knowledge of GIS and ARC GIS a plus.)
- Must be timely, responsible and self-motivated.
- Valid driver's license.
- If required, ability to pass a background check.
- Desire to learn.

### **Deadline for Application**

Friday, April 14 or until positions are filled.

### **Mail or Email Application and Resume to**

Pickaway SWCD, 110 Island Road, Suite D, Circleville, OH 43113  
tawn-seimer@pickawayswcd.org

Learn more about Pickaway SWCD by visiting our website at [pickawayswcd.org](http://pickawayswcd.org).

# Pickaway



Soil & Water  
Conservation District

## Application for Employment

An Equal Opportunity Provider and Employer

**Instructions: Please print legibly.** Your interest in employment with the PSWCD is appreciated. This application is the initial step in the selection process and will help the PSWCD assess your qualifications, experience and training. You must complete this application, in full, to be considered for employment. If you have a resume, you may attach it to the application form, however, you must still complete this application form. If there is insufficient space available to adequately provide the information requested, you may use an additional paper and attach it to the back of this form. If you need assistance completing this form because of a disability, please request that the official provide someone to assist or you may request some other reasonable accommodation.

Date of Application: \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip

Phone No.: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Employment Information

How did you hear about this position: \_\_\_\_\_

Date you can start: \_\_\_\_\_ The hours you are available to work weekly: \_\_\_\_\_

List any schedule restrictions: \_\_\_\_\_

Do you have any secondary employment that will continue if you are hired by the PSWCD? \_\_\_\_\_

If yes, list the nature of the secondary employment: \_\_\_\_\_

### Education

School Level	Name and Location of School	Course of Study	Did you graduate or degree obtained? Date
High School			
College			

### Training and Other Qualifications

Subject or Title of Training	Course Work Area	Length of Training

List any special equipment or machines you can operate: \_\_\_\_\_

\_\_\_\_\_

List computer software in which you have skills, including Word processing, spreadsheets, database programs, web page design, graphic design, GIS, and /or engineering software: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any additional relevant skills you have: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References**

Please provide the names and contact information of three professional references. If professional reference are not available, provide school or personal references who are not related to you.

Name	Title	Relationship	Telephone	Years Known

**Summary of Interest and Qualifications**

In the area below, discuss your interest in employment with the PSWCD and describe briefly any experience, education, training, and other factors that qualify you for the position for which you are applying that are not already reflected in your application. Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status. Attach another page if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant Statement and Signature**

I certify that all information I have provided in order to apply for and obtain employment with Pickaway SWCD is true, complete and correct. I give PSWCD the right to investigate and verify any information obtained through the application process. I expressly authorize, without reservation, PSWCD, its representatives, members, or agents to contact and obtain information from all references (personal & professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding PSWCD, its member, or representatives, for seeking, gathering and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with PSWCD is of an "at will" nature, which means that I am free to resign at any time and PSWCD reserves the same right to terminate my employment at any time. I understand that all conditions of employment, including, but not limited to hours, benefits and salary are subject to change by PSWCD at any time.

**DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date