

AIS COORDINATOR/ CONSERVATION INTERN

POSITION DESCRIPTION

REPORTS TO: Crawford County Conservationist

HOURS PER WEEK: 30-37.5 hrs/ week, no overtime authorized

EMPLOYMENT PERIOD: Late May- late August, with opportunity for weekend shifts in the spring and fall, but not to exceed 600 total hours

COMPENSATION STRUCTURE: \$14.41/ hr, no benefits

PURPOSE OF POSITION

The AIS Coordinator/ Conservation Intern will coordinate the county's aquatic invasive species efforts, focusing on the objectives in the county's Surface Water Grant through the WI DNR. The position will provide outreach and education to county residents, landowners, and businesses on the importance of preventing the spread of aquatic invasive species in our streams and rivers. The biggest component of this would be to administer the Clean Boats, Clean Waters (CBCW) program and conduct watercraft inspections and outreach efforts at area boat launches. The intern will also be introduced to a wide variety of conservation efforts and issues. This position's work schedule will have some flexibility, but the position is expected to work during peak boating hours, including some evenings and 2-3 weekends per month conducting CBCW work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administer the Clean Boats, Clean Waters program for the summer and provide outreach and information at area boat landings
2. Provide accurate and complete information in person, by phone, or by email
3. Monitor AIS signage at area boat landings
4. Enter data into the DNR SWIMS database and submit progress reports to the state
5. Coordinate the Purple Loosestrife Bio-control project
6. Provide information to the public while working at the Crawford County Fair
7. Conduct compliance visits to Farmland Preservation Program farms and also non-metallic mining sites
8. Assist with other conservation-related work, such as inventory work and data entry

QUALIFICATIONS REQUIRED TO
PERFORM ESSENTIAL JOB FUNCTIONS

1. Currently enrolled in, or have just graduated from, a post-secondary education program focused on natural resources or a related field
2. Must be able to communicate effectively with the general public on conservation issues
3. Must have a basic understanding of aquatic invasive species and the importance of control efforts
4. Must maintain excellent customer service skills at all times
5. General computer skills, including typing and data entry
6. Must be able to maintain composure while assisting with problem solving
7. Must be able to complete work in a timely fashion with little direct supervision
8. Must be able to multi-task and determine work priorities