



Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES


www.dnr.mo.gov

MEMORANDUM

2014-016

DATE: April 3, 2014

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Program Director, Soil and Water Conservation Program

SUBJECT: 2014 SWCP Summer Internship Program

The Soil and Water Conservation Program is excited to announce a new internship program available to each soil and water conservation district (SWCD) this summer. This internship program is based upon a recommendation from the Plan for the Future Program Delivery and Operations Subcommittee (subcommittee). The Soil and Water Districts Commission, at their March 21, 2014 meeting, concurred with providing each district a \$3,500 maximum stipend to hire a college student intern(s). The intern program will be available from May 1, 2014 to September 1, 2014 with benefit to all parties involved, and promote personal and professional growth for an aspiring young professional. Students will gain work experience in a hands on learning environment to help make career decisions while mentoring with SWCD boards, staff and conservation partners. The program will strengthen public relations with younger generations as well as identify potential future employees. An intern can help to fill gaps in the district workload during the busy summer season. District participation and feedback will assist the subcommittee in determining the value of an internship program.

Districts boards and staff will direct their own internship program by administering the following:

1. Advertising for the position.
2. Identifying professional qualifications desired for the position.
3. Interviewing and selecting a candidate.
4. Designating a start and end date within the May 1, 2014 to September 1, 2014 time period.
5. Establishing rate of pay (intern expenditures above \$3,500 must come from local funds).
6. Determining daily and weekly schedule.
7. Establishing duties and responsibilities for the intern.
8. Working with college and intern to meet any specifications to receive college credit hours.

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Applicants must be a higher education (college, university, technical school, etc.) student within any degree major or focus area. Placement offices and career services for colleges in your area are useful resources to identify and advertise for potential candidates. Students are actively searching for summer internship positions. Please keep in mind the time it will take to select and train an intern and be mindful of a potential conflict of interest or nepotism during the selection process.

District boards hiring interns for the summer will need to follow standard protocol for new employees which will work within our federal partner's facilities. Interns which are hired by the district boards to solely perform district work will only be required to complete Information Security Training per NRCS policy. Please realize if an intern will be required to access an NRCS computer or files, a background check and additional permissions will be required. (Note- Background checks and other permission accesses typically take over 30 days to process. Each District Board should work with the appropriate NRCS District Conservationist to seek required training materials and procedures.)

Coordinators will be glad to provide any guidance needed regarding the internship program including advertisement, interview questions, etc. This internship program will hopefully be a positive learning experience for all who choose to become involved.

If your district decides to take advantage of the intern program, expenses associated with the intern program will be tracked in fund 10 (reimbursement fund). Eligible expenses include gross salary, district portion of social security and Medicare, workers compensation and travel expenses. If your district needs assistance with developing account numbers, please contact your district coordinator. The program office will reimburse the district once the expenses have been incurred.

Attached is the SWCP Internship Program Form to be completed by the board upon selection of an intern. If you have any questions, please contact your district coordinator. Thank you.

CM:mm

Attachment

Celebrating 40 years of taking care of Missouri's natural resources. To learn more about the Missouri Department of Natural Resources visit dnr.mo.gov.

SWCP INTERNSHIP PROGRAM FORM

SUMMER 2014

SWCD: _____

Individual Information

Intern Name: _____

School (college, university, tech school, etc.): _____

Major/Focus Area: _____

Year/Semester: _____

Internship Information

Timeframe (start and end dates): _____

Work Schedule: _____

Assigned Work: _____

Policies

_____ I have read the DNR Internet Acceptable Use Policy.

_____ I have read the SWCD Personnel Policy.

Signature Approval

Intern Signature

Board Member Signature