



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

JOB TITLE: Conservation Technician Intern

DEPARTMENT: Environmental Protection/Natural Resources

POSITION SUMMARY:

The Conservation Technician intern provides assistance to the Land Management and Environmental Protection Departments, including field visits and maintenance to Tribal properties on- and off-Reservation including: improved and unimproved properties, tidelands, recreation, and conservation areas to ensure proper use, management, and that authorized activities are conducted in accordance with Tribal policies. The position is supervised by the Environmental Management Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Regularly visits all Tribal properties including but not limited to: swadabs Park; Lone Tree Point, Marine Interpretive Center & Trail; McGlinn Island; AgLands or Flats; Similk Beach; SneeOosh Beach; Kukutali Preserve (in coordination with caretaker); Turners Bay.
2. Initiates or coordinates routine maintenance activities with other Tribal departments to ensure properties are maintained including: in open spaces and parks for grass mowing, weed control, facilities maintenance, and trash pickup; and, management of hazardous wastes from waste oil shed and boat repair facility;
3. Assists in shoreline and tidelands management through site visits on routine permit actions, responding to violation tips, routine shoreline monitoring, and submit paperwork;
4. Regularly submits reports on findings, maintenance activities, and any special maintenance and repair needed for each property;
5. Prepares and presents a summarization of their internship duties to present at a brown-bag session or in class as required. This can occur towards the end of the internship.

6. Because of the Tribes commitment service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Must be a college student or running start student at time of application;
- AA or some college coursework in environmental, physical, or natural resource science *IS DESIRED*
- Physical ability to work in the field as well as work in an office setting;
- Ability to follow routine schedule and attention to detail;
- Valid Washington State Driver's License (or obtain within 3 month of hire date).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Willingness to learn programs including Microsoft Word, Excel, Outlook, and Access to enter data and write reports
- Good verbal and written communication and interpersonal skills
- Ability to work independently and efficiently
- Experience using GPS to collect and map information about properties *IS DESIRED*
- Familiarity with Swinomish or other Tribal governments or communities *IS DESIRED*

WORK ENVIRONMENT AND TIME COMMITMENT

- Work schedule is 20- 40 hours per week. This is a part-time to full-time intern position.
- Typically a 3-6 month position but may be extended to a maximum of 18 months, dependent on funding and student availability.
- Work is performed both in an office environment and outdoor field environment. Must be physically able to work in the field including, bending, lifting, walking over rough terrain, wading in streams, wetlands, and at beaches.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Conservation Technician Intern is considered to be a non-exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extensive criminal background check.

TRIBAL PREFERENCE

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____

Date: _____

Supervisor: _____

Date: _____