



**Jefferson Soil & Water Conservation District**  
 3767 W. State Road 256  
 (812) 265-7609  
 vicki.wehner@jeffersoncounty.in.gov

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** (    ) \_\_\_\_\_ **CELL:** (    ) \_\_\_\_\_

**EDUCATION:** (please provide name of school attended) **Last Grade Completed:** (circle)

High School Attend: \_\_\_\_\_ 9 10 11 12 Year: \_\_\_\_\_

College: \_\_\_\_\_ 1 2 3 4 Year: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Year: \_\_\_\_\_

Major: \_\_\_\_\_ Master: \_\_\_\_\_

**PREVIOUS JOB(S):** (Please include at least two)

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

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

Phones: \_\_\_\_\_ Phone: \_\_\_\_\_

Duties: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Employer: \_\_\_\_\_

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

Phones: \_\_\_\_\_ Phone: \_\_\_\_\_

Duties: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:** (Please include a phone number where this person can be reached).

Company: \_\_\_\_\_ Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

\_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

**INTERESTS:** (Please include hobbies, computers, nature, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FUTURE GOALS:** (Career)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUALIFICATIONS:** (Please check all that apply and the numbers of years of experience)

- |   |   |
|---|---|
| <input type="checkbox"/> ___ Internet             | <input type="checkbox"/> ___ Office Skills (Filing, Answer Phone, etc.) |
| <input type="checkbox"/> ___ Spreadsheets (Excel) | <input type="checkbox"/> ___ Map Skills                                 |
| <input type="checkbox"/> ___ Graphics (Publisher) | <input type="checkbox"/> ___ MS Office (Word)                           |
| <input type="checkbox"/> ___ Public Relations     | <input type="checkbox"/> ___ Other (list below)                         |

**PLEASE LIST OTHER SKILLS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SHORT ESSAY:** Please describe below what your future goals are and how you think this internship will help you with your future plans.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

*\*\* Applicants are welcome to also attach a personal resume in addition to essay and application.*

Jefferson Soil & Water Conservation District  
3767 W. State Road 256  
(812) 265-7609  
vicki.wehner@jeffersoncounty.in.gov

**2017 Summer Intern Tasks**

- 3 days per week= (M-F)
- **Pay is \$9.50/hour**
- **Tentative starting date on June 5<sup>th</sup> and end on August 11<sup>th</sup> (10 weeks)**

Field Work

- Distributing Program Information to Landowners
- Participate in Stream Water Testing
- Aid NRCS staff on Field Visits, if necessary
- Tillage Transect

Fair Display

- Update display
- Update SWCD Brochure
- Make signs as necessary
- Assemble all materials to take to fairgrounds
- Assist with Fair Building Clean-up, Set-up and Take-down
- Phone Hardy Lake about animals

Newsletters & Publications

- SWCD summer & fall issue(s) newsletter
- Tree sale brochure
- Brochure Development for EE Programs and Conservation Programs
- Download and Print Conservation Program Information (make available for distribution to customers)
- Prepare flyer(s) and mailing for field days

Other Tasks and Potential Areas for Development

- Assist customers with sales, filing, and phone answering as needed.
- Research, develop and publish a web page for the SWCD.
- Filing

There may be some areas of work that we concentrate on more than others; or tasks not listed here which will need attention as the summer progresses. This is a general outline prepared to give you an overall idea of the projects we'd like to get accomplished, and the work that needs to be done in the office.

**Please have your applications submitted to our office by 4:00p.m. On May 10, 2017.**

**Please keep this copy for your records (do not submit this sheet.)**