



**Napa County Resource Conservation District**  
1303 Jefferson St., Ste. 500B, Napa, California 94559  
Phone: (707) 690-3110, Website: [NapaRCD.org](http://NapaRCD.org)

## **POSITION DESCRIPTION**

### **TEEN CONSERVATION INTERN – Fall 2024**

#### **Purpose**

The Teen Conservation Internship is a pathway for high school youth to develop career skills, gain work experience, and lead meaningful environmental projects in their community.

Interns will assist with coordination of community conservation projects for improved watershed and forest health. The Teen Conservation Internship is a project of Napa RCD's Education & Community Engagement programming.

By the end of the internship students will have gained experience working in an office and field environments, understand the basics of resource conservation project planning, and know how to communicate with and instruct volunteers.

#### **Description**

The Teen Conservation Intern will:

- Learn to lead volunteers in habitat restoration projects
- Communicate project results to stakeholders and community members
- Gain skills and experience in environmental project coordination
- Work alongside a diversity of environmental professionals

Under supervision of Napa RCD staff, interns will assist Napa RCD staff in planning and implementing volunteer events focused on enhancing forest and waterway health for community benefit and well-being. This will include event publicity and outreach, developing agendas, coordinating project sites, meeting with staff, and directing volunteers during events. Occasionally we will perform work or activities at field locations such as tree planting, invasive species weeding, or hiking to collect data. Interns may assist with other Napa RCD conservation and education activities as necessary. Training will be provided by Napa RCD staff and partners.

#### **Duties and Responsibilities**

- Presenting, speaking to, and instructing volunteers of all ages
- Preparing and organizing materials needed for outdoor volunteer events
- Creating social media posts from templates
- Sharing thoughts and ideas during team meetings and coworking sessions
- Keeping records and collecting data related to outdoor projects and events
- Establishing and committing to a work schedule



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## Desired Knowledge, Skills, and Experience

- Interest in environmental projects and careers
- Willingness to learn, engage, create, and contribute your individual knowledge and experience
- Willingness to work outdoors in a variety of environments and terrain
- Familiar with Google Drive, Docs, and Slides, Canva, Word, and PowerPoint, or a willingness to learn

## Physical Requirements

Ability to talk, listen, observe, stoop, reach, sit, stand, and use repetitive motions. Ability to operate a computer and other office equipment, and converse by telephone and in person. Ability to work outside on uneven terrain in all weather conditions. Ability to carry loads up to 25lbs.

## To Apply

Fill out the application form here: <https://forms.gle/Xizb15ko75fdgsfg8>

**Applications must be submitted by September 15, 2024.**

Interviews will be held the week of September 22, if your application is selected Napa RCD staff will contact you to schedule an interview.

## Additional Information

We welcome and encourage all Napa County high school-attending teens ages 16 – 19 to apply for this position. No prior environmental experience is required.

Duration: October 9 – January 22

Schedule: 16 - 20 hours per month, complete schedule is viewable in the application form link.

Grant: Interns who successfully complete their scheduled activities will be awarded an Earned Education Grant of up to \$1,600.

Staff will work with interns to establish a schedule of 16 - 20 hours per month. Interns must be available after school, on weekends, and holiday breaks.

Napa RCD will provide a laptop and workstation for interns and all tools necessary to complete assigned projects during the internship. Interns will be based out of Napa RCD's office at 1303 Jefferson St. in Napa. Staff will provide transportation from the office to all project sites. Some work will take place in outdoor locations such as farms or forests, your supervisor will advise you on appropriate clothing and dress. Napa RCD can lend boots, rainwear, sweatshirts, and hats if you need clothing to perform your job.

## Questions?

Contact [Ashley@naparcd.org](mailto:Ashley@naparcd.org) or call (707)690-3117

## Organizational Background

Napa RCD was established in 1945 as a special district of the State of California to help farmers and ranchers in Napa County tackle erosion and other problems on their land. As natural resource issues change, we continue to evolve. Today, we help our community achieve conservation goals by providing technical assistance, educational programs, monitoring programs, and funding sources on issues ranging from fisheries to forest health, soil management, water conservation and quality, wildlife habitat and more. Our team consists of conservation scientists and outreach and administrative professionals who are skilled at developing, implementing, and monitoring environmental and agricultural projects. Napa RCD works at many scales — from the individual landowner to entire watersheds. Napa RCD works on projects with the USDA Natural Resources Conservation Service (NRCS) as feasible on specific projects and programs. Learn more about us here: <http://naparcd.org/>