



## Capitol Region Watershed District

595 Aldine Street  
Saint Paul, MN 55104  
(651) 644-8888 • [capitolregionwd.org](http://capitolregionwd.org)

**BOARD APPROVED:** January 17, 2024

**GRADE:** 1

**JOB CLASSIFICATION:** Part-Time, Limited Term

**POSITION TITLE:** Right Track / WaterCorps Intern

**REPORTS TO:** Communications and Engagement Division Manager

Capitol Region Watershed District (CRWD or District) embraces and values diversity and inclusion. CRWD seeks to recruit, promote, and retain employees that reflect the community we serve. We believe that diversity enriches the workplace and enhances the quality of our service. We are committed to a team that represents a variety of backgrounds, perspectives, and skills. CRWD encourages anyone who is interested and qualified to apply for open positions.

### **POSITION OBJECTIVE:**

The District will provide practical water resource and watershed management experience to young people who may be interested careers in watershed management. The term of employment is 9 weeks at up to 35 hours/week.

### **POSITION DESCRIPTION:**

This position will join each of the District's Divisions for a period of time during their employment to observe and assist with the tasks described below:

#### **Administrative Division**

- Review CRWD's History Report and attend evening Community Advisory Committee and Board of Managers meetings to learn about our structure, programs and projects
- Review CRWD's Diversity Equity and Inclusion Plan and learn how it's being used to reach more District residents

#### **Monitoring, Research & Maintenance Division**

- Learn about watersheds, pollution, and water quality
- Assist with water quality testing throughout the District
- Learn how data is analyzed to understand water quality trends
- Learn about different approaches to lake management

#### **Communications & Engagement Division**

- Assist with planning and attending community and youth engagement events/programs
- Collaborate with partner organizations and community members
- Evaluate and expand resources for community and youth events
- Assist in developing content for print and digital communications

**Planning, Projects & Grants Division**

- Learn about clean water projects, how they function, and their benefits
- Assist with Clean Water Grant site visits and plan review.
- Assist with performing inspections of clean water projects
- Learn about wildlife habitat restoration projects

**Regulatory Division**

- Learn about CRWD’s Stormwater Rules and Permitting Program
- Learn about construction best management practices
- Assist with inspections at construction sites
- Learn about wetlands and their role in watershed management and permitting

**COMPENSATION:**

\$18.05/hour. This position will include earned sick and safe time in accordance with State and local laws. There may be some paid holidays during the term of employment.

**APPLICATION PROCESS:**

All applications will come through the City of Saint Paul’s Right Track Program. Interested candidates should apply to the Right Track Program through their online process by February 29. Instructions can be found at <https://www.stpaul.gov/departments/parks-and-recreation/right-track/youth/right-track-youth-application>

**KNOWLEDGE, SKILLS and ABILITIES:**

**General Skills and Abilities**

Ability to take direction, work independently with a minimum of supervision, use good time management practices, possess the ability to set priorities and balance large volumes of diverse work.

**SUPERVISION RECEIVED:**

Works under the close supervision of the Communications and Engagement Division Manager as well as project leads or senior technicians.

**SUPERVISORY RESPONSIBILITIES:**

None, unless otherwise assigned.

**RESPONSIBILITY FOR PUBLIC CONTACT:**

High level of public contact requiring tact, courtesy and good judgment.

**EQUAL OPPORTUNITY EMPLOYER:**

Capitol Region Watershed District is proud to be an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, creed, religion, age, sex, disability, marital status, political affiliation, genetic information, sexual orientation, gender identity, public assistance, veteran status, national origin or other legally protected status protected under federal, state, or local law.

**If you need assistance or an accommodation due to a disability, please contact us at [careers@capitolregionwd.org](mailto:careers@capitolregionwd.org) or (651)644-8888.**