

WAP Planning Intern Job Description

The Watershed Agricultural Program (WAP) Whole Farm Plan (WFP) "Planning Intern" will assist with the duties and deliverables of the WAP Large and Small Farm Coordinators related to Whole Farm Planning on participating farms within the West of Hudson New York City watershed. The intern will be exposed to a nationally recognized Whole Farm Planning and implementation program and be able to observe WFP develop, monitoring and nonstructural best management practice (BMP) implementation.

Duties and Responsibilities:

- Assist Whole Farm Planning teams in areas of;
 - Utilize Conservation Footprint to complete active farm census WoH
 - WAP Participant Applications, distribution and solicitation
 - AEM Tier I and II surveys
 - GIS Mapping and BMP sighting and recording
 - WFP Annual Monitoring, complete assigned Verification Annual Status Reviews and associated documentation
 - Electronic field data collection.(i.e. GPS, Survey Points)
- Assist in the non-structural (i.e. fence) BMP design package development to include but not limited too;
 - Design package development for Ag BMPs
- Assist in the construction oversight of non-structural BMPs following an approved design
 - Keep an accurate daily record of construction events, as-builts and critical construction photo documentation.
- Assist planners in collecting soil samples (100) and field data.

- All other duties as assigned.

Basic Requirements:

- Minimum of high school diploma.
- Must have own dependable vehicle with proof of insurance.
- Must have a valid driver's license.

Reporting Relationships:

- Works under the direct supervision of the WAP Program Operations Coordinator.